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AGENDA ADDENDUM

DATE: Wednesday June 18, 2025 **REGULAR MEETING:** 10:00 A.M.

CLOSED MEETING: Directly following Section 13 Announcements

Addendum

7.1.1 10:15 A.M. Delegation by Kayla Robbins, Weston Consulting regarding report PD-2025-010 – WDD Main St. Zoning By-law Amendment and Draft Plan of Subdivision Recommendation Report

7.1.2 11:30 A.M. Delegation by Bruce Taylor regarding Report ADM-2025-026 – Boreham Park Safety Study and Public Heath Ontario's warning with regards to ticks and Lyme Disease.

9.3.1 Amended Report ADM-2025-023 – Planning and Development Committee Goals and Objectives Update

9.4.1 10:25 A.M. Amended Report PD-2025-010 – WDD Main St. Zoning By-law Amendment and Draft Plan of Subdivision Recommendation Report

13.1 12:00 P.M. Volunteer of the Year Award recipient Gayle Rice

- ≠ Denotes resolution prepared
- 1. Call the Meeting to Order



- 2. Roll Call
- 3. Moment of Reflection
- 4. Confirmation of the Agenda ≠
- 5. Disclosure of Pecuniary Interest & the General Nature Thereof
- 6. Consent Agenda ≠

Consent Agenda items are considered routine in nature and are voted on collectively. Any member of Council may request one or more items be removed from the Consent Agenda for separate action.

- **6.1** Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings **6.1.1** May 28, 2025 Council Meeting Minutes
- **6.2** Hon. Jill Dunlop Minister of Emergency Preparedness and Response regarding Emergency Management Modernization Act, 2025
- **6.3** Ministry of Natural Resources and Forestry Letter regarding Reintroduction of the Geologic Carbon Storage Act
- **6.4** AMO Policy Update Province Introduces Bill 30
- **6.5** AMO Policy Update -Multiple Items
- **6.6** AMO Policy Update Submissions on Bill 5 and Bill 2
- **6.7** City of Pickering Council Resolution regarding Ontario Works and Ontario Disability Support Program
- **6.8** Township of Assiginack Council resolution regarding Ontario Works and Ontario Disability Support Program
- **6.9** District of Parry Sound Municipal Association regarding Supporting Municipal Ethics Through Access and Education
- **6.10** City of Peterborough Council Resolution regarding Bill 6, Safer Municipalities Act, 2025
- **6.11** City of Caledon Council letter to Premier regarding Illegal Land Use
- **6.12** May 1, 2025, County of Wellington Joint Accessibility Advisory Committee Meeting Minutes
- 6.13 Puslinch Profile June 2025
- **6.14** Wellington County OPP Detachment April 2025 Report

Recommendation:

That the Consent Agenda items listed for the June 18, 2025, Council meeting be received for information.



7. Delegations ≠

- **7.1** Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1 10:15 A.M. Delegation by Kayly Robbins, Weston Consulting regarding
 Report PD-2025-010 WDD Main St. Zoning By-law Amendment and Draft
 Plan of Subdivision Recommendation Report
 - 7.1.2 11:30 A.M. Delegation by Bruce Taylor regarding Report ADM-2025-026 –
 Boreham Park Safety Study and Public Health Ontario's warning with
 regard to Ticks and Lyme Disease
- **7.2** General Interest (Items Not Listed on the Meeting Agenda)
 - 7.2.1 None

8. Public Meeting

8.1 July 9, 2025, at 7:00 p.m. Public Information Meeting held in person at the Puslinch Community Centre (23 Brock Road South) regarding Phase 5 & 6 of Puslinch by Design Study

9. Reports ≠

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2025-020 - Development Charges Update ≠

Recommendation:

That Report FIN-2025-020 entitled Development Charges Update be received; and

That Council direct staff to include a Transportation Master Plan in the 2026 capital budget for Council's consideration; and

That Council direct staff to initiate an update to the 2024 Development Charges Background Study in 2027, including incorporation of eligible capital projects and service levels based on upcoming master plans and studies as outlined in Report FIN-2025-020.

9.2.2 Report FIN-2025-022 – 1st Quarter Financial Report ≠

Recommendation:

That Report FIN-2025-022 entitled First Quarter Financial Report – 2025 be received.



9.3 Administration

9.3.1 <u>Amended Report ADM-2025-023 – Planning and Development Committee</u> Goals and Objectives Update ≠

Recommendation:

That That Report ADM-2024-023 entitled Planning and Development Advisory Committee 2022-2026 Goals and Objectives Progress Report - Update be received for information; and,

That Council direct staff to implement the Planning and Development Advisory Committee's recommendations regarding the Minor Variance application process as part of the 2025/2025 Corporate workplan as follows:

- Review and update of the Minor Variance Application Form in accordance with the recommendations outlined in report PDAC 2025-001 – Minor Variance Questionnaire;
- 2. Review and update of the Minor Variance Application Process Guide in accordance with the recommendations outlined in report PDAC 2025-001 Minor Variance Questionnaire;
- 3. Review and update of the Building and Renovation Page in accordance with the recommendations outlined in report PDAC 2025-001 Minor Variance Questionnaire.

9.3.2 Report ADM-2025-024 Heritage Designation By-law for 2025 Designation Objection ≠

Recommendation:

That Report ADM-2025-024 entitled Heritage Designation By-law for 2025 Designation Objection be received; and,

Whereas Township of Puslinch Council stated its intention to designation the property municipally known as 86 Farnham Road; and,

Whereas the Heritage Advisory Committee at its meeting held on June 2, 2025 considered the objection in accordance with the Ontario Heritage Act, R.S.O. 1990, c. O.18 (the Act) for the property municipally known as 86 Farnham and recommends that Council proceeds with the designation process for the aforementioned property;

Therefore be it resolved,

That Council [affirms/withdraws] its decision to designate 86 Farnham Road pursuant to Section 29, Part IV of the Act; and,



That Council give three readings to BL2025-062 being a by-law to designate the property municipally known as 86 Farnham Road.

9.3.3 10:05 A.M. Report ADM-2025-025 – Reporting out from Council Direction Update ≠

Recommendation:

That Report ADM-2025-025 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff to withdraw the Township's objections to ERO Posting 025-0235 and 025-0476; and,

That Council direct staff to submit the comments attached as Schedule "A" to this report as [presented/amended] as the Township's comments for ERO Posting 025-0476.

9.3.4 11:40 A.M. Report ADM-2025-026 - Boreham Park Safety Study ≠

Recommendation:

That Report ADM-2025-026 entitled Boreham Park Safety Study be received; and

That Council direct staff to carryout the recommendations outlined in this report.

9.3.5 Report ADM-2025-027 - Corporate Workplan Update ≠

Recommendation:

That Report ADM-2025-027 entitled Corporate Workplan Update be received for information.

9.4 Planning and Building Department

9.4.1 <u>10:25 A.M. Amended Report PD-2025-010 – WDD Main St. Zoning By-law</u> Amendment and Draft Plan of Subdivision Recommendation Report ≠

Recommendation:

That Report PD-2025-010 entitled Zoning By-law Amendment Application Recommendation Report – WDD Main Street; and

Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the Part Lot 31, Concession 8 through their comprehensive review of the submission materials;

Therefore be it resolved,



That Council approves the Zoning By-law Amendment for Part Lot 31, Concession 8; and

That Council give three readings to By-law 2025-065 as presented, being a by-law to amend By-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch; and,

That Council recommend to the County of Wellington that the proposed Draft Plan of Subdivision application 23T-23002 be granted draft approval, subject to the Township's Draft Conditions of Draft Plan of Subdivision Approval as [presented/amended] in Schedule "B" of this report; and

That a public meeting be scheduled related to the Draft Plan of Subdivision prior to execution of the agreement.

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

9.6.1 None

10. Correspondence ≠

10.1 Highway 401 Improvements - Preliminary Design & Class Environmental Assessment Study ≠

Recommendation:

That Correspondence item 10.1 Highway 401 Improvements - Preliminary Design & Class Environmental Assessment Study be received for information.

10.2 Wellington County Climate Change and Sustainability Division Highlights Annual Report ≠

Recommendation:

That Correspondence item 10.2 Wellington County Climate Change and Sustainability Division Highlights Annual Report be received for information.

10.3 10:45 A.M. Presentation by Karen Chisholme, Climate Change and Sustainability Manager regarding Wellington County Home Energy Efficiency Transition ≠

Recommendation:

That Correspondence item 10.3 Presentation by Karen Chisholme, Climate Change and Sustainability Manager regarding Wellington County Home Energy Efficiency Transition be received for information.



10.4 11:00 A.M. Presentation by Sarah Wilhelm, Manager of Policy Planning regarding Welington County Official Plan Review – Phase 3B Rural Residential Growth ≠

Recommendation:

That Correspondence item 10.4 Presentation by Sarah Wilhelm, Manager of Policy Planning regarding Welington County Official Plan Review – Phase 3B Rural Residential Growth be received for information.

10.5 Watsons & Associates & AMO Comments regarding *Bill 17 Protect Ontario by Building*Faster and Smarter Act, 2025 ≠

Recommendation:

That Correspondence item 10.5 Watsons & Associates & AMO Comments regarding Bill 17 Protect Ontario by Building Faster and Smarter Act, 2025 be received for information.

11. Council reports

- 11.1 Mayor' Updates
- **11.2** Council Member Reports (verbal or written updates from members who sit on boards/committees)

12. By-laws ≠

- **12.1** First, Second and Third Reading
 - **12.1.1** BL2025-060 Appoint Drinking Water Risk Management Inspector
 - **12.1.2** BL2025-061 Appoint an Interim Deputy Clerk
 - **12.1.3** BL2025-062 Designation By-law for property municipally known as 86 Farnham Road
 - **12.1.4** Bl2025-063 Zoning By-law Amendment for Part Lot 31, Concession 8

Recommendation:

That the by-laws 2025-060 through to 2025-063 be taken as read three times and finally passed in open Council.

13. Announcements

- 13.1 12:00 P.M. Volunteer of the Year Award recipient Gayle Rice
- 14. Closed Session Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:



- **14.1** Confidential report regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board Advisory report regarding land use controls
- **14.2** Confidential minutes from previous closed meetings:
 - 14.2.1 May 28, 2025 Closed Meeting Minutes
- 15. Business Arising from Closed Session
- 16. Notice of Motion
- 17. New Business
- 18. Confirmatory By-law ≠

18.1 BL2025-064 Confirm By-law – June 18, 2025

Recommendation:

That the following by-law be taken as read three times and finally passed in open Council: By-law 2025-064 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on 18th day of June 2025.

19. Adjournment ≠



MINUTES

DATE: May 28, 2025

CLOSED MEETING: 1:31 P.M. **COUNCIL MEETING:** 10:00 A.M.

The May 28, 2025 Council Meeting was held on the above date and called to order at 10:05 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Councillor Sara Bailey – absent Councillor Russel Hurst Councillor Jessica Goyda Councillor John Sepulis Mayor James Seeley

STAFF IN ATTENDANCE:

- 1. Courtenay Hoytfox, Interim CAO
- 2. Justine Brotherston, Interim Municipal Clerk
- 3. Sarah Huether, Interim Deputy Clerk
- 4. Mike Fowler, Director of Public Works, Parks and Facilities
- 5. Mary Hasan, Director of Finance/Treasurer
- 6. Glenn Schwendinger, CAO absent

3. MOMENT OF REFLECTION

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-165:Moved by Councillor Sepulis and Seconded by Councillor Hurst

That Council approves the May 28, 2025 Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.6 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the May 28, 2025 Council agenda;

14.3 Confidential verbal report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Township road allowance.

CARRIED

5. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

Councillor Sepulis declared a potential pecuniary interest related to item 9.2.4 Report FIN-2025-018 Township Group Benefits Program as the recommendation to change the termination age associated with members of Council group benefits coverage from age 75 to age 85 effective immediately will benefit me and as such, I cannot participate in any discussions related to this one aspect of the report.

6. CONSENT AGENDA

6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings

6.1.1 May 7, 2025, Council Meeting Minutes

6.1.2 April 8, 2025, Committee of Adjustment Minutes



6.1.3 April 8, 2025, Planning and Development Advisory Committee Minutes

6.1.4 April 7, 2025, Youth Advisory Committee Minutes

6.1.5 March 3, 2025, Heritage Advisory Committee Minutes

6.1.6 May 28, 2025 Council questions and Staff Responses

6.2 April 2025 - Grand River Conservation Authority General Meeting Summary

6.3 AMO Policy Update - Modelling Tool

6.4 AMO Policy Update - Municipal Governance Changes

6.5 AMO Policy Update – Provincial Budget Priorities

6.6 AMO Policy Update - Proposed Legislation on Planning Approvals Development Charges

6.7 AMO Policy Update – Ontario Introduces Bill 5, Reintroduces Homeless Encampments Bill and New Report on Trade and Tariffs

6.8 Municipality of Chatham-Kent Council Resolution regarding Bill 5 - Risk to our Communities and Support Requested

6.9 Town of Orangeville Council Resolution regarding Responsible Growth and Opposition to Elements of Bill 5

6.10 Town of Shelburne Council Resolution regarding Responsible Growth and Opposition to Elements of Bill 5

6.11 Township of Champlain Council Resolution regarding Surveillance and Monitoring of Heavy Vehicles in Ontario

6.12 City of Guelph - Notice of Study Commencement

6.13 Municipal Property Assessment Corporation Financial Report - 2024

6.14 Pit #5738 April 2025 Monthly Monitoring Report

6.15 Thank You Letter from Optimist Club of Puslinch

Resolution No. 2025-166: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That the Consent Agenda items listed for MAY 28, 2025 Council meeting with the exception of 6.9 and 6.10 be received for information.

CARRIED

Resolution No. 2025-167: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That the Consent Agenda item 6.9 and 6.10 be received for information; and

Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of "Special Economic Zones" that may override local planning authority; and

Whereas the Township of Puslinch supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes; and

Whereas Bill 5, as proposed, risks weakening safeguards for Ontario's natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

Now therefore be it resolved that the Council of the Township of Puslinch:

- Opposes the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;



- Opposes the use of Bill 5 that may reduce a municipality's ability to enforce its local by-laws (planning and other affected by-laws);
- Opposes the potential use of Bill 5 to supersede Ministry jurisdiction to require proper approvals such as ARA licences or ECAs; and
- Opposes the potential use of Bill 5 to apply a SEZ to lands that are already licenced through provincial approvals such as an ARA licence or ECA to supersede requirements under those licenses or approvals.
- Directs that this resolution be forwarded to:
 - 1. The Honourable Doug Ford, Premier of Ontario
 - 2. The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - 3. The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
 - 4. MPP Joseph Racinsky
 - 5. The Association of Municipalities of Ontario (AMO)
 - 6. All Ontario municipalities for their awareness and consideration.
 - 7. All Conservation Authorities in Ontario
 - 8. Conservation Ontario

CARRIED

Recess 11:07am to 11:12am

Roll Call
Councillor Goyda
Councillor Sepulis
Councillor Bailey - absent
Councillor Hurst
Mayor Seeley

7. **DELEGATIONS:**

(a) Specific Interest (Items Listed on the Meeting Agenda)

7.1.1 **11:00 A.M.** Delegation by Matthew Moser and Paul Rhodes regarding Report ADM-2025-022 Shooting Range By-law Second Reading

Resolution No. 2025-168:

Moved by Councillor Hurst and Seconded by Councillor Sepulis

That Council receives the Delegation by Matthew Moser and Paul Rhodes regarding Report ADM-2025-022 Shooting Range By-law Second Reading; and

That Council advance the Report ADM-2025-022 to directly following the delegations.

CARRIED

- 7.1.2 **11:10 A.M.** Delegation by Vacso Serrador regarding Report ADM-2025-022 Shooting Range By-law Second Reading Cancelled
- 7.1.3 **11:20 A.M.** Delegation by Mike Pass regarding Report ADM-2025-022 Shooting Range By-law Second Reading

Resolution No. 2025-169:

Moved by Councillor Hurst and Seconded by Councillor Goyda

That Council receives the Delegation by Mike Pass regarding Report ADM-2025-022 Shooting Range By-law Second Reading for information.

CARRIED

7.1.4 **11:30 A.M.** Written Delegation by Roger Will regarding Report ADM-2025-



022 Shooting Range By-law Second Reading

Resolution No. 2025-170: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Council receives the Delegation by Roger Will regarding Report ADM-2025-022 Shooting Range By-law Second Reading for information.

CARRIED

7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)

7.2.1 **None**

Council recessed from 11:55am to 12:38pm

Roll Call

Councillor Goyda Councillor Sepulis Councillor Bailey – absent Councillor Hurst Mayor Seeley

8. PUBLIC MEETINGS:

May 28, 2025, at 7:00 p.m. Public Information Meeting held in person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding Major Site Alteration Application P11-MAR – 4670 Sideroad 10 North (Gino Martinello)

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2025-013 – Municipal Insurance Procurement

Resolution No. 2025-171: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Report FIN-2025-013 entitled Municipal Insurance Procurement be received; and.

That Council authorize that the Purchasing and Procurement of Goods and Services and Disposal of Surplus Policy be amended to include insurance as a discretionary procurement process as determined by the Director of Finance/Treasurer and the Chief Administrative Officer.

CARRIED

9.2.2 Report FIN-2025-016 – 2024 Annual Building Permit Report

Resolution No. 2025-172: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That Report FIN-2025-016 entitled 2024 Annual Building Permit Report be received for information.

CARRIED

9.2.3 Report FIN-2025-017 – 2025 Final Tax Levy and Rates



Resolution No. 2025-173:

Moved by Councillor Goyda and Seconded by Councillor Sepulis

THAT Report FIN-2025-017 entitled 2025 Final Tax Levy and Rates be received; and

THAT the final property tax rates as identified in Schedule B and Schedule C to Report FIN-2025-017 be approved; and,

THAT the final property tax due dates be established as Friday August 29, 2025 and Friday October 31, 2025; and,

THAT Council give 3 readings to By-law No. 2025-051 being a by-law for the levy and collection of property taxes for the 2025 taxation year.

CARRIED

Councillor Sepulis declared a potential pecuniary interest related to item 9.2.4 Report FIN-2025-018 Township Group Benefits Program as the recommendation to change the termination age associated with members of Council group benefits coverage from age 75 to age 85 effective immediately will benefit me and as such I cannot participate in any discussions related to this one aspect of the report and refrained from discussions and voting on that item.

9.2.4 Report FIN-2025-018 – Township Group Benefits Program (Circulated Under Separate Cover)

Resolution No. 2025-174:

Moved by Councillor Goyda and Seconded by Councillor Hurst

That Report FIN-2025-018 entitled Township Group Benefits Program be received; and,

That Council approve the proposed changes to the Township's Group Benefits
Program, as outlined in Report FIN-2025-018, amounting to approximately \$2,318,
related to Life Insurance, Accidental Death and Dismemberment, Long Term Disability, and ShortTerm Disability for permanent full-time employees, effective
immediately; and,

That Council authorize a monthly top-up payment, only in rare and extenuating circumstances, for a maximum period of one (1) year following the commencement of Long Term Disability and/or Short Term Disability, to ensure that all eligible permanent full-time employees receive 75% of their regular monthly earnings. The top-up amount will be calculated based on the maximum coverage provided under the Township's group benefits plan, and will not take into account any additional disability benefits the employee may receive. This applies only to those employees whose earnings are not fully covered under the current or proposed plan maximums, as outlined in Report FIN-2025-018; and,

That Council approve the proposed changes to the Township's Group Benefits Program, as outlined in Report FIN-2025-018, amounting to approximately \$4,956, related to naturopath, vision care, and orthodontics for permanent full-time employees and Members of Council, effective immediately; and,

That Council direct staff to change the termination age associated with Members of Council group benefits coverage from age 75 to age 85, effective immediately; and,

That staff continue to review the Township's Group Benefits Program in alignment with the Township's Compensation and Benefits Review every four (4) years, on a go-forward basis, to ensure equitable coverage is maintained.



CARRIED

9.2.5 10:30 A.M. Report FIN-2025-019 – Audited Financial Statements for the year ended December 31, 2024

Resolution No. 2025-175: Moved by Councillor Hurst and Seconded by Councillor Goyda

That Report FIN-2025-019 entitled Audited Financial Statements for the year ended December 31, 2024 be received for information; and,

That Council received the presentation by Murray Short of RLB LLP regarding the 2024 Township of Puslinch Financial Statements; and,

That Council approves the following documents from RLB LLP:

- a) Audit Report to the Members of Council dated May 28, 2025;
- b) Financial statements for the year ended December 31, 2024.

CARRIED

9.3 Administration Department

9.3.1 Report ADM-2025-019 – Designation of 2025 Priority Properties

Resolution No. 2025-176: Moved by Councillor Goyda and

Seconded by Councillor Sepulis

That Report ADM-2025-018 entitled Designation of 2025 Priority Properties be received for information; and,

That Council affirm its decision to designate the following properties pursuant to Section 29, Part IV of the Ontario Heritage Act:

- 1. 4422 Wellington Road 32;
- 2. 6710-6714 Wellington Road 34;
- 3. 7735 Leslie Road West;
- 4. 8 Brock Road North;
- 5. 68 Brock Road North;
- 6. 845 Watson Road South;
- 7. 596 Arkell Road;

That Council give three readings to the following By-laws attached as schedules to this report:

- 1. Schedule 'A' BL2025-052 Designation By-law for the property municipally known as 4422 Wellington Road 32.;
- 2. Schedule 'B' BL2025-053 Designation By-Law for the property municipally known as 6710-6714 Wellington Road 34.;
- 3. Schedule 'C' BL2025-054 Designation By-law for the property municipally known as 7735 Leslie Road West.;
- 4. Schedule 'D' BL2025-055 Designation By-law for the property municipally known as 8 Brock Road North.;
- 5. Schedule 'E' BL2025-056 Designation By-law for the property municipally known as 68 Brock Road North.;
- 6. Schedule 'F' BL2025-057 Designation By-law for the property municipally known as 845 Watson Road South.;



7. Schedule 'G' - BL2025-058 Designation By-law for the property municipally known as 596 Arkell Road.

That staff be authorized to proceed with notice requirements as outlined in Section 29 of the Ontario Heritage Act, 1990 and in accordance with the Township's Ontario **Heritage Act Alternative Notice Policy.**

CARRIED

9.3.2 Report ADM-2025-020 -AMO Delegation Submissions

Moved by Councillor Sepulis and Resolution No. 2025-177: Seconded by Councillor Hurst

That Report ADM-2025-020 entitled 2025 AMO Delegation Requests be received for information; and,

That Council direct staff to submit the AMO delegations' requests as amended.

CARRIED

9.3.3 10:15 A.M. Report ADM-2025-021 – Reporting Out Update

Resolution No. 2025-178: Moved by Councillor Sepulis and

Seconded by Councillor Goyda

That Report ADM-2025-021 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff to provide the peer review of the Roszell Pit 625189 - 2024 Ground Water Monitoring Report and the 2024 Ecological and Aquatic Monitoring Report to the Pit Operator and the Township local MNR staff for review and response highlighting the potential non-compliance and the recommendations made by Aboud; and,

That Council direct staff to include the 2024 Compliance Assessment Report with the correspondence if applicable; and

That Council direct staff to provide the peer review of the PQA (#17600) - 2024 Groundwater Monitoring Summary Report to the Pit Operator and the Township local MNR staff for review and response; and

That Harden Environmental proceed as directed regarding preparing a cover letter to accompany the correspondence.

CARRIED

9.3.4 Report ADM-2025-022 – Shooting Range By-law Second Reading

Resolution No. 2025-179: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That Report ADM-2024-022 entitled Shooting Range By-law Second Reading be received; and,

That Council's feedback to be incorporated into the next draft at a future meeting.

CARRIED

9.4 Planning and Building Department



9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 Report PW-2025-001 – Tender Results for the 2025 Asphalt Program

Resolution No. 2025-180: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That Report PW-2025-001 entitled Tender Results for the 2025 Asphalt Program be received; and,

That the tender for the 2025 Asphalt Program be awarded to Cox Construction Limited at their tender amount of \$1,493,790 inclusive of the non-refundable portion of HST; and,

That Council authorize the mayor and Clerk to sign the required contract documents.

CARRIED

9.7 Recreation Department

9.7.1 None

10. **CORRESPONDENCE:**

10.1 Bill 17, Protect Ontario by Building Faster and Smarter Act 2025 and associated ERO postings 025-0461, 025-0462 and 025-0463

Resolution No. 2025-181: Moved by Councillor Goyda and

Seconded by Councillor Sepulis

That Correspondence item 10.1 Bill 17, Protect Ontario by Building Faster and Smarter Act 2025 and associated ERO postings 025-0461, 025-0462 and 025-0463 be received for information; and

That Council direct staff to draft comments related to the proposed legislation changes with our planning consultant; and

That Council direct staff to forward Bill 17 and the Township's comments to the Planning Committee at the County for consideration.

CARRIED

10.2 ERO 025-0476 ARA Site Plan Change Licence 5738 increase to extraction area

Resolution No. 2025-182: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That Correspondence item 10.2 ERO 025-0476 ARA Site Plan Change Licence 5738 increase to extraction area be Received for information; and,

That Council direct staff submit comments accordingly.



CARRIED

10.3 10:05 A.M. ERO 025-0235 ARA Site Plan Change Licence 5738 amendment to below water table extraction

Resolution No. 2025-183: Moved by Councillor Sepulis and

Seconded by Councillor Goyda

That Correspondence item 10.3 ERO 025-0235 ARA Site Plan Change Licence 5738 amendment to below water table extraction be received for information; and

That Council direct staff to submit the Township's standard objection to the application until such time that a detailed review has been conducted.

CARRIED

10.4 Notice of Public Information Centre – Highway 401 from Steeles Avenue in Milton westerly to 1.5 km west of the Halton-Wellington boundary

Resolution No. 2025-184: Moved by Councillor Goyda and

Seconded by Councillor Sepulis

That Correspondence item 10.4 Notice of Public Information Centre – Highway 401 from Steeles Avenue in Milton westerly to 1.5 km west of the Halton-Wellington boundary be received for information.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley gave an update on the recent TAPMO meeting, upcoming rural residential land use planning report coming June 18 to Council, and the upcoming Queen's Park Day on Monday June 2 where all Wellington County Mayors and CAOs are attending to meet with Ministers regarding top local issues.

11.2 Council Member Reports

11.2.1 None

Resolution No. 2025-185: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Council receive the Mayors updates for information.

CARRIED

12. **BY-LAWS:**

12.1.1 BL2025-051 — Being a by-law to provide for the levy and collection of property taxes for the 2025 taxation year.

12.1.2 BL2025-052 – Being a by-law to authorize the designation of real property located at 4422 Wellington Road 32, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

12.1.3 BL2025-053 – Being a by-law to authorize the designation of real property located at 6710-6714 Wellington Road 34, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

12.1.4 BL2025-054 – Being a by-law to authorize the designation of real property located at 7735 Leslie Road West, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18



- 12.1.5 BL2025-055 Being a by-law to authorize the designation of real property located at 8 Brock Road North, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-056 Being a by-law to authorize the designation of real property located at 68 Brock Road North, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-057 Being a by-law to authorize the designation of real property located at 845 Watson Road South, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-058 Being a by-law to authorize the designation of real property located at 596 Arkell Road, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

Resolution No. 2025-186:

Moved by Councillor Hurst and Seconded by Councillor Sepulis

That the following By-laws be taken as read three times and finally passed in open Council:

- 12.1.1 BL2025-051 Being a by-law to provide for the levy and collection of property taxes for the 2025 taxation year.
- 12.1.2 BL2025-052 Being a by-law to authorize the designation of real property located at 4422 Wellington Road 32, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.3 BL2025-053 Being a by-law to authorize the designation of real property located at 6710-6714 Wellington Road 34, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.4 BL2025-054 Being a by-law to authorize the designation of real property located at 7735 Leslie Road West, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.5 BL2025-055 Being a by-law to authorize the designation of real property located at 8 Brock Road North, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-056 Being a by-law to authorize the designation of real property located at 68 Brock Road North, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-057 Being a by-law to authorize the designation of real property located at 845 Watson Road South, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18
- 12.1.6 BL2025-058 Being a by-law to authorize the designation of real property located at 596 Arkell Road, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

CARRIED

13. **ANNOUNCEMENTS:**

- 13.1 Councillor Hurst mentioned the upcoming Puslinch Lake Tour
- 13.2 Mayor Seeley remarked on the success of the Bike Rodeo
- 1.1 Staff mentioned the upcoming Agricultural Society chicken dinner



14. **CLOSED SESSION:**

Council was in closed session from 1:31 p.m. to 2:31 p.m.

The Clerk stopped the recording and removed all public attendees from the webinar. The webinar was then 'locked' so no new participants are able to join.

Resolution No. 2025-187: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:

14.1 Confidential report regarding the security of the property of the Municipality or local boards – Municipal Property

14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Procedural Matter

14.3 Confidential verbal report Confidential verbal report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Township Road allowance.

14.4 Confidential minutes from previous closed meetings:

14.4.1 May 7, 2025, Closed Meeting Minutes

CARRIED

Resolution No. 2025-188: Moved by Councillor Goyda and

Seconded by Councillor Sepulis

THAT Council moves into open session at 2:31 pm

CARRIED

Council resumed into open session at 2:31 p.m.

Resolution No. 2025-189: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Council receives the:

14.1 Confidential report regarding the security of the property of the Municipality or local boards – Municipal Property

14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Procedural Matter

14.3 Confidential verbal report Confidential verbal report regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Township Road allowance.

14.4 Confidential minutes from previous closed meetings:

14.4.1 May 7, 2025, Closed Meeting Minutes; and

That staff proceed as directed.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

None

17. **NEW BUSINESS:**

<u>17.1 Resolution No. 2025-190:</u> Moved by Councillor Goyda and

Seconded by Councillor Sepulis



The Township continues to advocate for the implementation of a "Road Diet" along Brock Road (Wellington Road 46) through Aberfoyle, between Wellington Road 34 and Gilmour Road. This proposal, originally examined as part of the County of Wellington's 2018 Road Master Action Plan, would see the current four-lane cross-section reduced to two travel lanes with a centre turning lane. The Township of Puslinch appreciates the County's commitment to undertaking this study.

A similar approach has been adopted by the County on Wellington Road 124, where two and three lanes were supported by traffic, environmental, and cost considerations, and where traffic volumes are comparable to or exceed those on Brock Road. Recent traffic count data confirms that the section of Brock Road through Aberfoyle falls within the same volume range as County Road 124, and this area is also designated a Community Safety Zone, underscoring the need for enhanced traffic-calming measures. Concerns around traffic safety continue to be echoed by both the community and local businesses, as captured in the Township/County Business Retention and Expansion (BR+E) interviews.

In light of these considerations, the Township is formally requesting that the County commence the road diet study in 2026 for this section of Brock Road.

WHEREAS the County of Wellington considered a Road Diet analysis in relation to Wellington Road 46 (Brock Road) as part of the County's 2018 Road Master Action Plan; and

AND WHEREAS the County has stated that a re-evaluation of a road diet may be considered after completion of the midblock interchange on the Hanlon Expressway, but the Township believes proactive planning is warranted;

WHEREAS the proposed Road Diet for Wellington Road 46 through Aberfoyle would involve a reduction of the existing four-lane cross-section—currently two travel lanes in each direction between Wellington Road 34 and Gilmour Road—to a single travel lane in each direction, as depicted below; and

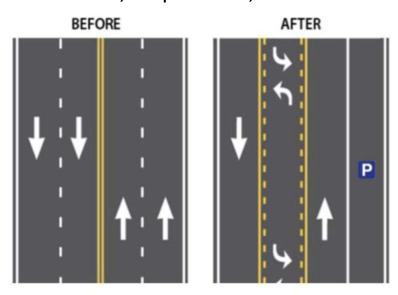


Figure 29: Aberfoyle Road Diet

WHEREAS the future estimated volume-to-capacity Road Diet analysis for Brock Road is comparable to the analysis completed for County Road 124, as detailed in the Wellington Road 124 Class Environmental Assessment (EA) study; and

WHEREAS the County concluded—after evaluating factors including the social and cultural



environment, traffic considerations, and cost—that a combination of two, three, and four travel lanes was appropriate for County Road 124; and

WHEREAS the County's design for County Road 124 notably retains/upgrades two and three lanes in several key sections, specifically:

- 3 lanes between the rail crossing and the WR 32S roundabout, between the WR 32N roundabout and Whitelaw Road;
- 3 lanes between Fife Road and 350m west of Fife Road;
- 2 lanes between Township Rd 1 and the rail crossing;
- 2 lanes between Whitelaw Road and 350m west of Fife Road; and

WHEREAS recent traffic volume data demonstrates that the section of Brock Road under consideration carries traffic volumes comparable to, and in some cases lower than, those observed on Wellington Road 124; and

WHEREAS in 2023, traffic volumes on Wellington Road 124 from the City of Guelph limits westward ranged from 15,399 to 22,709 vehicles per day; and

WHEREAS in comparison, Brock Road traffic volumes are as follows:

- 14,082 vehicles per day (2023) between Wellington Road 34 and Gilmour Road;
- 15,326 vehicles per day (2022) between Gilmour Road and McLean Road;
- 17,147 vehicles per day (2024) between McLean Road and Highway 401;

AND WHEREAS these figures clearly demonstrate that the section of Brock Road through Aberfoyle experiences traffic volumes in the same range as County Road 124, where a reduced lane configuration (2 or 3 lanes) has been deemed appropriate by the County; and

WHEREAS Puslinch Council continues to have significant concerns regarding traffic safety along Brock Road through Aberfoyle; and

WHEREAS this section of Brock Road through Aberfoyle is a designated Community Safety Zone, where enhanced traffic calming and safety measures are critical to protecting pedestrians, cyclists, and motorists; and,

WHEREAS the findings from the Township/County Business Retention and Expansion (BR+E) interviews clearly identified traffic as a universal concern among local businesses in Aberfoyle;

NOW THEREFORE BE IT RESOLVED THAT

The Township of Puslinch reaffirms its vision for Aberfoyle as a safe, walkable, and shoppable community; and

THAT Council formally requests that, following the completion of the midblock interchange, the County undertake a comprehensive traffic and land use review to reassess the viability of a road diet for Brock Road through Aberfoyle to be completed in 2026; and

THAT a copy of this resolution be forwarded to the County Clerk for consideration by the appropriate Committee and County Council.

CARRIED

17.2 Resolution No. 2025-191: Moved by Councillor Goyda and Seconded by Councillor Sepulis



Whereas Mayor Chris White was appointed to the Grand River Conservation Authority Board as the representative for the Township of Puslinch, Township of Guelph/Eramosa and the Town of Erin; and

Whereas Mayor White intends to step down from this position in October of 2025;

Now therefore be it resolved that, the Township of Puslinch thank Mayor White for his service as the GRCA representative for the Township of Puslinch, Township of Guelph/Eramosa and the Town of Erin; and

That Township of Puslinch Council endorse the appointment of Mayor James Seeley to the Grand River Conservation Authority Board as the representative for Township of Puslinch, Township of Guelph/Eramosa and the Town of Erin; and

That this resolution be forwarded to the Township of Guelph/Eramosa and the Town of Erin for their endorsement.

CARRIED

18. **CONFIRMATORY BY-LAW:**

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution No. 2025-192: Moved by Councillor Hurst and

Seconded by Councillor Sepulis

That the following By-law be taken as read three times and finally passed in open Council:

By-Law 2025-059 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 28 day of May 2025.

CARRIED

19. ADJOURNMENT:

Resolution No. 2025-193: Moved by Councillor Sepulis and Seconded by Councillor Hurst

That Council hereby adjourns at 2:39 p.m.

CARRIED
James Seeley, Mayor
Courtenay Hoytfox, Clerk

Ministry of Emergency Preparedness and Response

Office of the Minister

777 Bay St, 7th Floor Toronto ON M5G 2C8 Ministère de la Protection civile et de l'Intervention en cas d'urgence Bureau du ministre

777, rue Bay, 7e étage Toronto ON M5G 2C8



Thursday, May 22nd, 2025

Good day,

The Ontario government is taking action to build a stronger and more resilient province now and in the future by reintroducing the *Emergency Management Modernization Act, 2025* on May 26, 2025.

The proposed legislation is part of the government's plan to protect Ontario by updating and strengthening the Emergency Management and Civil Protection Act (EMCPA) and will be the first comprehensive update to Ontario's emergency management legislation in more than 15 years.

As a valued partner, your proven track record in supporting emergency management activities speaks for itself. I would like to thank you for being a trusted resource to help keep the people of this province safe, practiced and prepared.

The proposed legislation is important to both me, as Minister of Emergency Preparedness and Response, and the Premier. The proposed amendments we are making would modernize provincial emergency management coordination and leadership and support enhanced community emergency management capacity, including the deployment of Ontario Corps resources. This is a vital step in continuing to move the province forward with the necessary personnel, services and tools to ensure everyone's safety and wellbeing before and during times of crisis.

To help highlight our great work together, it would be an honour to receive your support in the form of a quote or supporting letter for this proposed legislation.

Thank you for your continued great work and I look forward to collaborating with you and your team to ensure that we will be ready, resilient and strong no matter what comes our way.

Sincerely,



The Honourable Jill Dunlop Minister of Emergency Preparedness and Response



Ministry of Natural Resources

Development and Hazard Policy Branch Policy Division 300 Water Street Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des ressources et des risques naturels. Division de l'élaboration des politiques 300, rue Water Peterborough (Ontario) K9J 3C7

May 27, 2025

Subject: Reintroduction of the Geologic Carbon Storage Act

Hello,

Over the past three years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO2) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

On November 25, 2024, the Resource Management and Safety Act, 2024 was introduced in the Ontario legislature. This Act included a proposed *Geologic Carbon Storage Act*. The legislature was dissolved on January 28, 2025, and all incomplete business was terminated.

We are writing to notify you that today, the Bill was reintroduced in the legislature. The suite of proposed changes remains the same as what was introduced in November 2024, aside from a small number of administrative updates made to provide clarity.

The original proposal can be accessed through the Environmental Registry/Regulatory Registry: https://ero.ontario.ca/notice/019-9299.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,



Jennifer Keyes
Director, Development and Hazard Policy Branch

Monika Farncombe

From: AMO Policy <policy@amo.on.ca>
Sent: Thursday, May 29, 2025 5:24 PM

To: Admin

Subject: AMO Policy Update – Province Introduces Bill 30

This sender is trusted.



Policy Update - Province Introduces Bill 30

Province Introduces Bill 30, Working For Workers Seven Act, 2025

Yesterday, the Ontario government tabled its seventh <u>Working for Workers</u> <u>Act</u> (Bill 30). While the stated objective of supporting workers amidst potential job losses arising from the US-Canada trade dynamic is noted, one of its proposals raises significant concerns -- exempting Skills Development Fund Capital Stream-supported capital projects from the requirements of *The Municipal Act* and *The Planning Act*.

Earlier exemptions from municipal planning approvals, such as those related to public universities and "community service facilities" like K-12 schools, hospitals, and long-term care homes are aimed to expedite planning for public entities. Bill 30, however, marks a significant shift by:

- Extending expedited planning processes and exemptions from municipal authorities to private entities without the robust accountability and regulatory frameworks that characterize broader public sector bodies, solely by virtue of their qualification to access a source of provincial funding with broad eligibility; and
- Going beyond exemptions to *The Planning Act* to include exemptions
 to *The Municipal Act*. These powers could allow for waivers from
 municipal bylaws, including those related to property tax, development
 charges, and other local requirements with no clear purpose or
 rationale.

The cumulative impact of what is now the proposed ability of four separate Ministers to override municipal land use planning and other authorities also raises significant concern by increasing the likelihood of unintended

consequences and diffuse accountability. Currently before the legislature are proposals to provide powers to:

- The Minister of Infrastructure to use Minister's Zoning Orders (MZOs) to override The Planning Act as part of Bill 17;
- The Minister of Economic Development, Job Creation and Trade to create Special Economic Zones (SEZs) to override *The Planning* Act and *The Municipal Act* as part of Bill 5; and
- The Minister of Labour, Immigration, Skills and Training to override *The Planning Act* and *The Municipal Act* for those in receipt of capital funding from the Skills Development Fund under Bill 30.

AMO continues to support the need for bold and innovative action to respond to unprecedented economic challenges. However, the threat of tariffs cannot be used to justify any and all proposals to override provincial and municipal laws. AMO will continue to analyze the proposal and seek opportunities to provide commentary to the legislature.

An online version of this Policy Update is available on the AMO Website.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

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Monika Farncombe

From: AMO Policy <policy@amo.on.ca>
Sent: Friday, May 23, 2025 4:46 PM

To: Admin

Subject: AMO Policy Update - OPP Billing Review, Strong Mayor Powers Training, Bill 6

Advocacy, New Federal Minister of Housing & Infrastructure, New Ontario TCIP Program

This sender is trusted.



Policy Update - OPP Billing Review, Strong Mayor Powers Training, Bill 6 Advocacy, New Federal Minister of Housing & Infrastructure, New Ontario TCIP Program

Provincial Government Launches OPP Billing Review

In a letter to impacted Mayors and CAOs sent yesterday, the Ministry of the Solicitor General announced the launch of a review of the OPP cost recovery model. The review is expected to be finalized in time to inform the issuing of 2026 annual billing statements, with opportunities for engagement with municipalities in June.

AMO understands the impact of rising police costs on municipalities across Ontario, including both those with OPP and municipal police services. AMO looks forward to working closely with SOLGEN on this review and putting it within the context of the need to reform the broader provincial-municipal fiscal relationship.

Provincial Strong Mayor Powers Training

Responding to strong AMO advocacy for provincial guidance, the Ministry of Municipal Affairs and Housing is <u>offering training on the strong mayor powers framework</u> that was recently extended to 170 more municipalities.

Two training sessions will be offered in the coming weeks, targeted to elected officials, clerks, treasurers and CAOs.

Bill 6, Safe Municipalities Act, Homelessness Encampments Legislation

Today, AMO sent a <u>letter to Minister Flack</u>, sharing AMO's <u>submission on Bill 6</u>, <u>Safer Municipalities Act</u>, <u>2025</u>.

The legislation includes two key components. If passed by the legislature, a new *Restricting Public Consumption of Illegal Substances Act, 2025* would further prohibit the consumption of illegal substances in public places. Additionally,

amendments to the *Trespass to Property Act* would add aggravating factors to be considered by courts should someone be convicted of a charge under the act.

AMO agrees that urgent action is needed to address the 1400 encampments that now exist in all parts of Ontario across urban, rural and northern communities. While the new police and court tools may be helpful in specific circumstances, we cannot only enforce our way out of the homeless crisis. AMO will continue to advocate for investments in the root causes of homelessness, including deeply affordable housing, access to mental health and addiction supports, and improvements to income security.

New Federal Minister of Housing and Infrastructure

Today, AMO <u>sent a letter to Minister Robertson</u> congratulating him on his appointment as the Minister of Housing and Infrastructure. AMO will continue working with partners at the province and the Federation of Canadian Municipalities to convey the unique role that Ontario municipalities play. We will also look forward to advancing meaningful solutions to improve the current tools and systems municipalities have to build infrastructure and housing, including social housing.

Ontario Launches Trade-Impacted Communities Program

As announced in the 2025 Ontario Budget, the Ministry of Economic Development, Job Creation and Trad is launching a new <u>Trade-Impacted Communities Program (TCIP)</u> to provide up to \$40 million in funding to support communities and local industries that are facing economic challenges arising from ongoing US trade disruptions. Stream 1: Community Economic Development is open for applications on a continuing basis while funding is available. Stream 2: Transformation projects will be open until September 11, 2025.

An online version of this Policy Update is available on the AMO Website.

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Monika Farncombe

From: AMO Policy <policy@amo.on.ca>
Sent: Wednesday, May 28, 2025 11:09 AM

To: Admin

Subject: AMO Policy Update – Submissions on Bills 5 and 2

Follow Up Flag: Follow up Flag Status: Flagged

This sender is trusted.



Policy Update - Submissions on Bills 5 and 2

AMO's Bill 5 Standing Committee Submission

AMO has <u>submitted comments on Bill 5</u>, *Protect Ontario by Unleashing our Economy Act* to the Standing Committee on the Interior. While we understand the need to try different approaches to supporting economic projects, important objectives such as health, safety, environmental protection, community well-being, and Indigenous rights and relations must be upheld. AMO's submission outlines the importance of:

- Ensuring that the use of Special Economic Zones to override local bylaws should only occur with host municipal support, and in cases of extraordinary need;
- Ensuring continued protection for the environment, including speciesat-risk and natural habitats; and
- The critical opportunity for Ontario to demonstrate its commitment to reconciliation and stronger relationships with Indigenous rights holders.

AMO's Bill 2 Standing Committee Submission

AMO has <u>submitted comments on Bill 2</u>, *Protect Ontario Through Free Within Canada Act* to the Standing Committee on Finance and Economic Affairs. AMO applauds the government for taking action to enhance labour mobility and interprovincial trade and highlights the need for continued engagement with AMO to address any impacts on municipal standards and by-laws arising from new mutual recognition frameworks for goods and services.

An online version of this Policy Update is available on the AMO Website.

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Corporate Services Department Legislative Services

Sent by Email

June 4, 2025

The Honourable Peter Bethlenfalvy MPP Pickering-Uxbridge 1550 Kingston Rd., Suite 213 Pickering, ON L1V 1C3 peter.bethlenfalvy@pc.ola.org

Subject: Raising Ontario Works (OW) and Ontario Disability Support Program (ODSP)

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on May 26, 2025 and adopted the following resolution:

WHEREAS individuals and families receiving income support through Ontario Works (OW) and the Ontario Disability Support Program (ODSP) are facing increasing challenges in meeting basic needs due to rising costs of living;

And Whereas Statistics Canada notes that people with disabilities have a higher poverty rate and a lower rate of employment than the overall population;

And Whereas the annual income support for Ontario Works is currently \$8,796.00 and \$16,416.00 for Ontario Disability Support Program. These supports have not increased sufficiently to keep up with inflation and the cost of living. Such costs are anticipated to continue increasing;

And Whereas the low income measure for a single person in Greater Toronto Area is estimated to be approximately \$27,343 annually, and the deep income poverty threshold is determined to be \$20,508;

And Whereas Food Banks, including our local Food Banks, provide a necessary service with increasing demands in our communities;

And Whereas the Pickering Food Bank served 1,722 adults, and 1,054 children in February 2025;

And Whereas food banks are already reducing their distribution capacity; and it is anticipated that due to developing economic circumstances, such as the current tariff war, there will be increased unemployment, increased food prices, and a heightened demand for food distribution, while donations continue to decline;

And Whereas these economic trends will continue to erode the purchasing power of OW and ODSP recipients, increasing reliance on food banks and placing additional pressure on municipalities and community organizations;

Now therefore it be resolved that the Council of The Corporation of the City of Pickering directs through the Office of the Chief Administrative Officer:

- 1. That staff send a letter to the Premier of Ontario, Minister of Finance, Minister of Children, Community and Social Services, and the Minister for Seniors and Accessibility, to strongly urge that the Ontario Provincial Government significantly raise the payments of Ontario Works and Ontario Disability Support Program and the increases be reflected in the upcoming Provincial Budget and that the increased amount aligns with inflationary costs and thereby decrease the pressure on food banks and the reliance on municipalities and taxpayers to supplement the gap in financial need; and,
- That a copy of this resolution be forwarded to all Members of Provincial Parliament (MPPs), the Regional Municipality of Durham, all Municipalities in the Province of Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly



Susan Cassel City Clerk

SC:am

Copy: Robert Cerjanec, MPP Ajax

Lorne Coe, MPP Whitby Jennifer French, MPP Oshawa

Todd McCarthy, MPP Durham

Laurie Scott, MPP Haliburton—Kawartha Lakes—Brock Alexander Harras, Regional Clerk, Region of Durham

Federation of Canadian Municipalities (FCM) Association of Municipalities of Ontario (AMO) All Ontario Municipalities

Chief Administrative Officer

THE TOWNSHIP OF ASSIGNACK

The Honourable Doug Ford

Premier of Ontario Room 281, Main Legislative Building Queen's Park Toronto, ON M7A 1A5

Re: Ontario Works Rates

At its regular meeting held on May 20, 2025, the Council of the Township of Assiginack passed the following resolution expressing support of the increasing Ontario Works rates:

#099-05-2025 J Hooper - D Elliott

BE IT RESOLVED THAT we support the Town of Cobourg to urge the Province to increase the Ontario Works rate to match ODSP rate increases which are indexed to inflation and commit to ongoing cost of living increases above their rate of inflation to match years where rates were frozen.

Carried

We respectfully request your consideration of this resolution.

Sincerely,

Stasia Carr, Clerk Township of Assiginack



District of Parry Sound Municipal Association

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

President: Lynda Carleton Secretary-Treasurer: Karlee Britton

RE: Supporting Municipal Ethics Through Access and Education

The District of Parry Sound Municipal Association (DPSMA), representing the twenty-three Municipalities within the District of Parry Sound, held its Spring 2025 meeting on May 23, 2025, in the Municipality of Callander. At this meeting, the following resolution was carried:

Moved by: Kathy Hamer (Municipality of McDougall)

Seconded by: Daniel O'Halloran (Township of McMurrich Monteith)

Whereas democracy is an open process – one that requires ongoing engagement between citizens and their elected officials; and

Whereas ethics and integrity are at the core of public confidence in government and in the political process; and

Whereas proper policies and procedures protect the democratic process; and

Whereas sections 223.2 and 223.3, Municipal Act, 2001 state all municipalities are required to adopt a Code of Conduct for members of Council and to appoint an Integrity Commissioner; and

Whereas it is the role of the Integrity Commissioner to educate member of Council on the Councillor Code of Conduct policy as well as to investigate alleged breaches of the Code of Conduct, at the municipality's expense; and

Whereas there are many new elected officials each term of Council who need access to information and proper training in order to do the work effectively and responsibility; and

Whereas Municipal Affairs and the Ombudsman's Office are hesitant to give information, so there is nowhere to ask questions and learn; and

Whereas the only source of information is to pay for fee-for-service on a case-by-case basis from the Integrity Commissioner which is very cost-prohibitive for small municipalities; and

Whereas Council is expected to oversee the management of taxpayers money and taxpayers deserve to know where their tax dollars are being spent;

Now Therefore Be It Resolved That the District of Parry Sound Municipal Association calls upon the Ontario government to provide free access to information so that Councils can be effective in their role in our democratic system; and

Further That the DPSMA hereby requests that Municipal Affairs and/or the Ombudsman's Office and/or the Integrity Commissioner provide, if requested by a municipality, sufficient particulars of each investigation to permit the municipality to fully understand and address the subject matter of each investigation.

Further That this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Graydon Smith, MPP Parry Sound-Muskoka and to all Ontario Municipalities for support.

Forwarded on behalf of the District of Parry Sound Municipal Association; For questions and/or inquires, please contact:

Karlee Britton | Secretary-Treasurer
District of Parry Sound Municipal Association
clerk@mckellar.ca
(705) 389-2842 x4

cc:

Honourable Doug Ford, Premier of Ontario Honourable Graydon Smith, MPP Parry Sound-Muskoka Municipalities within the District of Parry Sound All Ontario Municipalities



Resolution of Council City Council Meeting

Title:

Bill 6, Safer Municipalities Act, 2025

Date:

May 20, 2025

WHEREAS:

- 1. A municipality's parks and open spaces are critical infrastructure that support a strong community, and the public's shared and safe use of the municipality's parks and open spaces is integral to ensuring that support.
- 2. Ontario's municipalities are struggling to maintain their parks and open spaces for their shared and safe use by the public as a result of the increasing proliferation of encampments and illicit activities related thereto.
- 3. Municipalities that enforce their standards regulating or prohibiting encampments in their parks and open spaces must have regard to the availability of shelter space for those who need shelter.
- 4. On January 27, 2023, Justice Valente of the Ontario Superior Court of Justice rendered his judgment in Waterloo (Regional Municipality) v. Persons Unknown and to be Ascertained (2023), [2023] O.J. No. 417 (Waterloo Decision) which declared that the municipality's by-law violated section 7 of the Charter and was therefore inoperative insofar as it applied to prevent encampment residents from erecting temporary shelters on a site when the number of homeless individuals in the region exceeded the number of accessible shelter beds.
- 5. The Waterloo Decision's analysis of the adequacy of shelter beds suggests an unworkable and unclear standard that goes beyond the number of shelter spaces and that includes the requirement to provide shelter spaces that must accommodate illicit drug use and other activities that could put shelter residents, workers and volunteers at risk. The result is that municipalities are impaired in their enforcement of their standards and have lost or are losing control of their parks and open spaces.

 6. On December 12, 2024, the provincial government introduced Bill 242, Safer Municipalities Act, 2024. Among its various initiatives, Bill 242 proposed to amend section 2 of the Trespass to Property Act by adding aggravating factors that must be considered in the court's determination of a penalty under that section. However, the key challenge was that a municipality's exercise of its rights at common law and under section 9 of the Trespass to Property Act to remove encampments from the municipality's parks and open spaces remained potentially subject to the unworkable and unclear standard for the adequacy of shelter space suggested by the Waterloo Decision.
- 7. On January 13, 2025, Council of the City of Peterborough resolved to request the provincial government to amend Bill 242 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
- 8. Bill 242 died on the order paper as a result of the recent provincial election.
- 9. On April 30, 2025, the provincial Government re-introduced the legislation in the form of Bill 6, Safer Municipalities Act, 2025. Bill 6 is substantively the same as Bill 242.
- 10. In these circumstances, municipalities continue to need provincial legislation that clearly defines a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.

 NOW THEREFORE, be it resolved:

- 1. That the provincial government be respectfully requested to amend Bill 6 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
- 2. That, without limitation, Bill 6 provide that a municipality will have met the standard for shelter space for the purposes of the municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces:
- a) despite the establishment and enforcement of shelter rules including rules that prohibit drug use and other activities that could put shelter residents, workers and volunteers at risk; and
- b) if an official designated by the municipality is satisfied that the number of available shelter spaces is at least equal to the aggregate of the number of individuals actually seeking shelter and the number of individuals against whom the municipality is planning to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
- 3. That a copy of this resolution be sent to:
- a) Peterborough Kawartha MPP Dave Smith;
- b) Honourable Doug Ford, Premier;
- c) Honourable Robert Flack, Minister of Municipal Affairs and Housing;
- d) Honourable Doug Downey, Attorney General;
- e) Association of Municipalities of Ontario; and to
- f) Councils of each of Ontario's municipalities.

The above resolution, adopted by City Council is forwarded for your information and action, as required. Thank you.

John Kennedy, City Clerk



Annette Groves Mayor

Her Worshin, Mayor Annette Groves

Her Worship, Mayor Annette Groves Office of the Mayor 6311 Old Church Road Caledon, ON L7C 1J6

June 4, 2025

The Honourable Doug Ford,
Premier of Ontario
Premier's Office, Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5
Premier@ontario.ca

Dear Premier Ford,

Illegal land use, including unauthorized development, unapproved land alterations, and other non-compliant activities, poses significant threats to the Town's agricultural viability, water quality, and ecosystem health, in addition to decreasing adjacent land values and undermining public trust in land-use governance enforcement.

There have been approximately 1,300 properties investigated in Caledon for illegal land use since 2015, with the majority of instances being for the operation of illegal transportation depots.

Illegal transportation depots and parking lots undermine the success of Caledon's largest industry and employment sector. The prevalence of illegal transportation depots and parking lots, and their disregard for architectural and landscape standards, reduce the appeal for investment in prestige employment lands.

Penalties prescribed by the Planning Act are insufficient to deter violations, as they do not adequately reflect the economic gains derived from illegal land use activities and even maximum fines are difficult to obtain. The existing provisions in the Municipal Act specifically disallow municipalities from licensing transportation depots and truck parking.

In June 2023, the Town of Caledon wrote to your office requesting increased authority for municipalities to manage illegal land use including the ability to physically bar entry to properties and increase maximum penalty amounts for individuals and corporations. The Town has also made similar requests to the Honourable Deputy Premier Sylvia Jones, the Ministry of the

Attorney General, the Ministry of Transportation and the Ministry of Municipal Affairs and Housing.

At the June 3, 2025 General Committee Meeting, Council expressed support for a motion to strengthen municipal authority to effectively manage illegal land use by:

- 1. Amending the Planning Act to allow for a municipality to:
 - a. require a person to pay an administrative penalty if the municipality is satisfied that the person has contravened section 41, section 46, subsection 49 (4) or section 52 or who contravenes a by-law passed under section 34 or 38 or an order made under section 47; whereas municipalities cannot currently administer administrative penalty systems under the Act, unlike the Municipal Act and Building Code Act,
 - b. issue orders to discontinue a contravening activity or perform work to correct a contravention under a by-law passed under section 34 of the Act, whereas the Act does not currently allow it.
 - c. enable a matter or thing to be done at a person's expense in default of it being done in accordance with an order made under a by-law passed under section 34 of the Act; further, that the costs of such action taken by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as property taxes, whereas municipalities cannot currently perform remedial work under the Act, unlike the Municipal Act.
 - d. register charges, fines, orders, notices, prohibitions, injunctions and court imposed fines in the proper land registry office, so any person acquiring any interest in the land subsequent to the registration of the order is deemed to have been served with the same order; whereas the Act does not currently allow it,
 - e. increase the maximum penalty amounts to \$50,000 for an individual and \$100,000 for a corporation on a first conviction and \$25,000 for each day the contravention continues after a conviction for an individual and \$50,000 for a corporation, additionally, amending the Act to allow municipalities to establish minimum fines under Zoning and Site Plan Control by-laws and continuing offence penalties on a first conviction.
- 2. Amending the Municipal Act to allow for a municipality to:
 - a. provide a system of licenses under a business licensing by-law for the local parking and storage operations of transportation businesses, including transportation depots and parking lots, whereas municipalities cannot currently regulate the minimum standards appropriate for the community through Ontario Regulation 583/06 (Licensing Powers),
 - b. close a business operating without a license or engaged in egregious illegal land uses that significantly harm nearby residents, the environment, and public safety; whereas municipalities cannot currently close or prevent illegal land use or operations from continuing,
 - c. physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations,

d. register charges, fines, orders, notices, prohibitions, injunctions and court imposed fines in the proper land registry office, so any person acquiring any interest in the land subsequent to the registration of the order is deemed to have been served with the same order; whereas the Act does not currently allow it

A copy of the notice of motion has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Catherine Monast, directly by email at catherine.monast@caledon.ca or by phone at 905.584.2272 ext. 4539. Thank you for your attention to this matter.

Sincerely,



Mayor Annette Groves

Town of Caledon

The Honourable Ruby Sahota, Minister of Democratic Institutions and MP for Brampton North-Caledon, ruby.sahota@parl.gc.ca

Kyle Seeback, MP for Dufferin—Caledon, Kyle.Seeback@parl.gc.ca

The Honourable Chrystia Freeland, Minister of Transport and Internal Trade chrystia.freeland@parl.gc.ca

The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, sylvia.jones@pc.ola.org

The Honourable Rob Flack, Minister of Municipal Affairs and Housing, minister.mah@ontario.ca
The Honourable Prabmeet Singh Sarkaria, Minister of Transportation minister.mto@ontario.ca
The Honourable Todd McCarthy, Minister of Environment, Conservation and Parks
minister.mecp@ontario.ca

The Honourable Doug Downey, Attorney General of Ontario, doug.downey@pc.ola.org

Association of Municipalities of Ontario, amo@amo.on.ca

Rural Ontario Municipal Association, roma@roma.on.ca

City of Toronto, clerk@toronto.ca

York Region, regional.clerk@york.ca

City of Vaughan, clerks@vaughan.ca

Town of Richmond Hill, clerks@richmondhill.ca

Town of Markham, customerservice@markham.ca

Town of Aurora, info@aurora.ca

Town of Whitchurch-Stouffville, clerks@townofws.ca

King Township, clerks@king.ca

Town of Newmarket, clerks@newmarket.ca

Township of East Gwillimbury, clerks@eastgwillimbury.ca

Town of Georgina, info@georgina.ca

Region of Durham, clerks@durham.ca

Town of Ajax, clerks@ajax.ca

Township of Brock, Clerks@brock.ca

Municipality of Clarington, clerks@clarington.net

City of Oshawa, clerks@oshawa.ca

City of Pickering, clerks@pickering.ca

Township of Scugog, mail@scugog.ca

Township of Uxbridge, info@uxbridge.ca

Town of Whitby, clerks@whitby.ca

Brant County, info@brant.ca

City of Brantford, clerks@brantford.ca

Region of Peel, regional.clerk@peelregion.ca

City of Brampton, cityclerksoffice@brampton.ca

City of Mississauga, city.clerk@mississauga.ca

Dufferin County, info@dufferincounty.ca

Township of Amaranth, info@amaranth.ca

Township of East Garafraxa, clerks@eastgarafraxa.ca

Town of Grand Valley, mail@townofgrandvalley.ca

Township of Melancthon, info@melancthontownship.ca

Town of Mono, ClerksOffice@townofmono.com

Township of Mulmur, info@mulmur.ca

Town of Orangeville, clerksdept@orangeville.ca

Town of Shelburne, clerk@shelburne.ca

Haldimand County, info@haldimandcounty.on.ca

Halton Region, accesshalton@halton.ca

City of Burlington, cityclerks@burlington.ca

City of Hamilton, clerk@hamilton.ca

Town of Halton Hills, clerks@haltonhills.ca

Town of Milton, townclerk@milton.ca

Northumberland County, matherm@northumberland.ca

Township of Alnwick/Haldimand, info@ahtwp.ca

Municipality of Brighton, general@brighton.ca

Town of Cobourg, clerk@cobourg.ca

Township of Cramahe, clerk@cramahe.ca

Township of Hamilton, clerks@hamiltontownship.ca

Municipality of Port Hope, admin@porthope.ca

Municipality of Trent Hills, info@trenthills.ca

Peterborough County, info@ptbocounty.ca

Township of Asphodel-Norwood, info@antownship.ca

Township of Cavan Monaghan, services@cavanmonaghan.net

Township of Douro-Dummer, info@dourodummer.on.ca

Township of Havelock-Belmont-Methuen, havbelmet@hbmtwp.ca

Township of North Kawartha, reception@northkawartha.on.ca

Township of Otonabee-South Monaghan, info@osmtownship.ca

Township of Selwyn, clerkadmin@stjosephtownship.com

Municipality of Trent Lakes, info@trentlakes.ca

City of Peterborough, clerk@peterborough.ca

Wellington County, kimc@wellington.ca

Town of Erin, clerks@erin.ca

Town of Minto, info@town.minto.on.ca

Township of Centre Wellington, clerks@centrewellington.ca

City of Guelph, clerks@guelph.ca

Township of Mapleton, clerk@mapleton.ca

Township of Puslinch, admin@puslinch.ca

Township of Wellington North, township@wellington-north.com

Simcoe County, info@simcoe.ca

City of Barrie, cityinfo@barrie.ca

Town of Innisfil, inquiry@innisfil.ca

Town of Bradford West Gwillimbury, clerk@townofbwg.com

Town of New Tecumseth, info@newtecumseth.ca

City of Orillia, clerks@orillia.ca

Town of Collingwood, townhall@collingwood.ca

Township of Essa, Ilehr@essatownship.on.ca

Township of Oro-Medonte, info@oro-medonte.ca

Town of Wasaga Beach, clerk@wasagabeach.com

Town of Midland, clerks@midland.ca

Town of Clearview, info@clearview.ca

Township of Severn, info@townshipofsevern.com

Township of Tiny, jreid@tiny.ca

Township of Adjala-Tosorontio, clerk@adjtos.ca

Township of Tay, deputyclerk@tayvalleytwp.ca

Township of Ramara, ramara@ramara.ca

Town of Penetanguishene, scooper@penetanguishene.ca

City of Kawartha Lakes, clerks@kawarthalakes.ca

Regional Niagara, clerk@niagararegion.ca

Town of Fort Erie, clerk@forterie.on.ca

Town of Grimsby, Administration-Office-General@grimsby.ca

Town of Linclon, clerks@lincoln.ca

City of Niagara Falls, clerk@niagarafalls.ca

Town of Niagara-on-the-Lake, clerks@notl.com

Town of Pelham, clerks@pelham.ca

City of Port Colborne, CustomerService@portcolborne.ca

City of St. Catharines, clerks@stcatharines.ca

City of Thorold, clerk@thorold.com

Township of Wainfleet, mkirkham@wainfleet.ca

City of Welland, clerk@welland.ca

Township of West Lincoln, clerk2@westlincoln.ca

Regional Waterloo, regionalclerk@regionofwaterloo.ca

City of Kitchener, clerks@kitchener.ca

City of Waterloo, olga.smith@waterloo.ca

City of Cambridge, servicecambridge@cambridge.ca

Township of Wilmot, info@wilmot.ca

Township of Wellesley, gkosch@wellesley.ca

Township of Woolwich, mail.woolwich@woolwich.ca

Township of North Dumfries, mail@northdumfries.ca



Corporation of the County of Wellington

Accessibility Advisory Committee

Minutes

May 1, 2025

Wellington County Museum and Archives

Nicholas Keith Room

Present: Councillor Matthew Bulmer (Chair)

Marni Claridge Robin Fletcher Heather Small Gerald Townsend

Regrets: Bethany Parkinson

Lorri Wright

Staff: Jennifer Adams, County Clerk

Kasey Beirnes, Manager of Buildings and Properties, Township of

Centre Wellington

Melissa Biffis, Manager of Community Programming, Guelph/Eramosa

Township

Nicole Cardow, Deputy Clerk

Monika Farncombe, Legislative Assistant, Township of Puslinch

Justin Grainger, Deputy Clerk, Town of Erin

Hailey Johnston, Curator, WCMA

Devlin Schellenberger, Legislative Coordinator, Township of Centre

Wellington

Larry Wheeler, Clerk, Township of Mapleton

1. Call to Order

At 1:30pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Committee Membership Update

The Joint Accessibility Advisory Committee welcomed Marni Claridge, who will now be representing the Town of Erin on the committee.

The committee was also notified that Town of Minto representative, Giverny Parent has resigned from the committee. The Town of Minto will be notified of the vacancy and the need to fill the vacancy.

Monika Farncombe, Legislative Coordinator, Township of Puslinch notified the committee that despite promoting the position on social media, and through advertisement on their website and through newspaper ad, they have been unable to fill the vacant position for a JACC member. Puslinch will continue to pursue filling this position.

4. Confirmation of Minutes

Moved by: Gerald Townsend Seconded by: Heather Small

That the Minutes from the December 5, 2024 meeting be received for information.

Carried

5. Information Items

- 4.1 Schedule of Reporting
- 4.2 FADM Update Verbal

Chair Matthew Bulmer gave an update to the Committee regarding the recent meeting of the FADM Working group, which is made up of Joint Accessibility Advisory Committee members, Wellington County staff, as well as local municipal CBO's and the Wellington County Construction Manager. The next meeting will be planned in the upcoming weeks and will seek to invite staff from Municipal Planning departments, as well as Parks and Rec departmental staff.

6. Items for Review and Comment

5.1 Museum Children's Space - County of Wellington

Hailey Johnston, Museum Curator, presented to the committee the plans for the new Children's space at the Wellington County Museum and Archives. The space will be composed of various play areas including a play tree house, a play river with canoe and campfire, along with a stage.

The committee gave feedback that included ensuring the play structure would be inclusive for those with varying abilities, to use materials of different textures of hard and soft material, to ensure that tent's being used be large enough to accommodate walkers of wheelchairs. It was also suggested that ties to Indigenous and museum grounds be tied into the space, and possible floor projectors be used for interactive space.

5.2 County Garage Projects - County of Wellington

Jennifer Adams, County Clerk, informed the Committee that the County of Wellington is in very early stages of re-doing the Erin County Garage. More information will be coming forward as construction of this project moves closer.

5.3 Belwood Community Centre - Township of Centre Wellington

Kasey Beirnes, Manager of Buildings and Properties, Township of Centre Wellington, presented the new renovation plan for the Belwood Community Centre. Construction of the Community Centre will begin in September 2025.

The committee commented that contrasting colours are recommended in the washrooms for perceptual variation, and a hearing loop system that automatically connects would be beneficial for those hearing impaired.

5.4 Rockmosa Park Playground Expansion Project - Township of Guelph/Eramosa

Melissa Biffis, Manager of Community Programming, Township of Guelph/Eramosa, presented the plan for the expansion of the Rockmosa Park Playground. The playground will have a new accessible play structure, rubberized ground surfacing, inclusive design and safety features.

The committee commented on how inclusive this project looked.

7. Adjournment

At 2:38pm,	the Chair	adjourned	the meeti	ng until	Septembe	er 4, 2025	or at the	call of	the
Chair.									

Matthew Bulmer

Chair

Accessibility Advisory Committee

PUSLINCH PROFILE FEATURES:





661 Watson Rd S, Puslinch, ON

arkellridge@gmail.com

519-822-5741

SAND & GRAVEL 519-822-5741

In the heart of Puslinch, Ontario, Arkell Ridge Sand & Gravel continues a proud legacy over five decades in the making. Originally founded and operated by the McKenzie Brothers, the business built its reputation by offering high-quality sand and gravel while fostering lasting relationships with its loyal customer base. Today, under new stewardship but with the same community first spirit, Arkell Ridge remains a familyowned and operated enterprise, deeply committed to serving both residents and businesses in the region.

Offering a full range of materials including gravel, sand, soil, mulch, winter salt, and pickled sand, Arkell Ridge caters to everything from residential landscaping projects to large-scale construction needs. Proudly employing an entirely Puslinch workforce, Arkell Ridge isn't just a supplier - it's a cornerstone of the local community. In a business where people matter most, Arkell Ridge continues to demonstrate that when you support local, the whole community thrives.









Wellington O.P.P.
Detachment Board Report

April 2025

Detachment Commander: A/Inspector Karen Medeiros

From the Detachment Commander

Wellington County OPP continues to prepare for the many festivals, events, and other activities that are scheduled to take place throughout the County of Wellington. We will start to see more traffic on our roadways, more visitors to our beautiful towns and more people enjoying the waterways. Our officers will continue to use proactive patrols, enforcement, and education as we work to make our communities as safe as possible.

With summer on the horizon, we know there will be more traveling, more backyard campfires, and barbeques and all the fun activities that come along with summer. As always, I would like to remind everyone to please, never drive while impaired. Always make arrangements for a safe way to get home if you are planning on going out. If you are out enjoying a day on one of our lakes, make sure you are wearing a life jacket and again, never operate any type of watercraft while impaired. Let's all work together to make this summer and the remainder of spring a safe one here in Wellington County.

A/Inspector Karen Medeiros 519-846-5930

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Crime

Crime Unit

Supervisor: Acting Detective Sergeant, Tyler Cowie

During the month of April, the Wellington County OPP Crime Unit received benchmark occurrence notifications for a number of sexual related offences and frauds. Crypto currency-related frauds continue to be a problem and appear to be on the rise. Many of the victim's report losing in excess of \$100,000 during these sophisticated scams. A/Detective Sergeant Cowie has met with media officer PC Burton to have increased messaging and education sent out to the public.

April was a busy month of training for Crime Unit members who attended the following courses and seminars:

- Ontario Major Case Management
- Ontario Sex Offender Registry Registrar
- Investigating Offences Against Children
- Investigations Involving Older Adults
- Hate Crime Conference Waterloo
- Auto Theft Training
- Cryptocurrency Information Session
- Introduction to Interviewing



Community Street Crime Unit

Supervisor: A/Detective Sergeant, Mark Grasman

Wellington County Community Street Crime Unit (CSCU) welcomed Detective Constable Garry Kalcsics to the Unit.

Wellington County CSCU continues to support the Major Crime Unit and frontline investigations where possible. In April, CSCU members assisted frontline members with two separate fraud investigations.

CSCU members attended a 1-day crypto currency fraud investigations seminar, and one member attended a Confidential Informant Foundations training course.

Wellington County CSCU had a busy April:

- Assisted Grey/Bruce OPP with a search warrant that resulted in guns, drugs, and cash being seized
- Continue to follow up with charges laid in relation to Bell copper wire thefts
- Follow-up with AGCO in relation to drug trafficking in Centre Wellington
- Conducted a photo lineup in relation to an ongoing property crime investigation
- Assisted front line members with processing cannabis and seizing a vehicle in relation to Cannabis Act and Impaired Driving charges
- Liaised with the Crown Attorney's office to ensure court ordered restitution was paid to a local victim of fraud



Traffic

Traffic Management Unit

Supervisor: Acting Sergeant Darryl Unger

Black Cat Speed Monitoring Devices

ick cat opeed Monit	orning DC	V1003				
County Deployed	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Location						
Wellington Road 7 @ Hill Street	7 days	54,966	No	50	63	Nothing significant
Location						
Wellington Road 18 @ James Street	7 days	31.537	No	50	47	Nothing significant
Location						
7244 Wellington Road 124	7 days	50.699	No	70	70	Nothing significant

Enhanced Enforcement Program

Enhanced Enforcement is a focused traffic safety initiative where areas of concern are identified through various means and police conduct education and charge drivers who fail to follow the rules of the road. The goal is to reduce safety issues through visibility, presence, and enforcement.

Enhanced Enforcement protocols were rolled out on November 14, 2023. The following locations and charges are from April 2025.

Location	Charges
Wellington Road 39	11
Wellington Road 51	8

Traffic Management Unit - Administration

All-Terrain Vehicles and the Marine Vessel have been serviced for the season. The 2025 marine schedule has been completed. The Belwood Lake fish derby is May 24th to 25th. The OPP and MNR will be conducting a joint patrol on the OPP Vessel.

Our Black Cat's are being prepared for deployment and will be deployed the first week of May.

Members of the Wellington Detachment conducted over 57 RIDE spot checks across the County.

Members of the Wellington Detachment issued a total of 912 Provincial Offence Notices as well as an additional 524 warnings.

Wellington County OPP investigated a total of 141 motor vehicle collisions. There were no fatal collisions in the month of April.

Community Response

Community Response Unit

Supervisor: Acting Sergeant Adam Phillips

Community Response Unit / Offender Management & Apprehension Program:

Offender Management & Apprehension Program

The members of the Community Response Unit (CRU) continue facilitating the Offender Management & Apprehension Program.

At present, several warrants have been designated as Priority Warrants. All identified priority offenders have been actioned for location efforts. The majority of these individuals have fled the jurisdiction, including interprovincial and international locations. Where feasible, coordination efforts are underway to facilitate their arrest. Provincial Support Services, including the Bail Support Team, remain actively engaged in assisting with the apprehension of offenders outside the region.



Current number of wanted persons: 111
Current number of warrants: 157

Total number of warrants executed in April: 32 Total number of compliance checks in April: 24

OMAP Paid Duties: 8 officer and 4 Special Constable

Offenders requiring supervision (OMAP): 35 Warrant under review for dismissal: 12

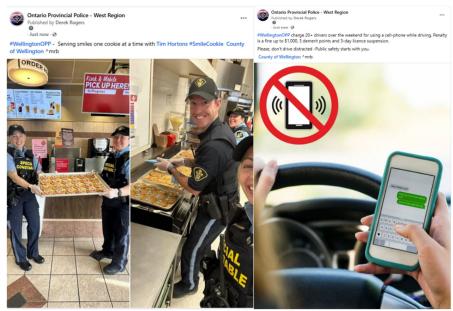
Community Safety and Services (CSS)

Throughout April 2025, PC Burton and PC MacDonald remained actively engaged with the community, promoting public safety and partnering with local media. In April alone, 64 media and social media releases were issued.

Additionally, PC Burton, PC Roesink, and PC Stewart completed a two-day Violence Threat Risk Assessment (VTRA) training session in Guelph. This training enables them to fully support school board protocols requiring police involvement in potential or actual threat situations.

Members of the Community Safety & Services team and the Community Response Unit also participated in the Drayton Farm Show, strengthening community engagement efforts. Furthermore, Wellington OPP supported the Tim Hortons Smile Cookie campaign, decorating cookies to help raise funds for a worthy cause.

CSS and CRU members continue to be visible throughout the county, actively engaging with youth and attending community events. Planning is well underway for several major events scheduled for the upcoming summer season.





IMPACT (Integrated Mobile Police and Crisis Team)

March 2025



Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN Liaison: Provincial Constable Stephen Gilfillan

Training this month consisted of a review of community mobilization activities Auxiliary members are involved in. Our members were trained in performing Safeguard audits and the Lock It or Lose It campaign. Auxiliary members have done a lot of canvassing at local businesses regarding the CamSafe Program, encouraging the businesses to register their security cameras with the program.

In April, we welcomed two new members to the unit. They bring with them a range of experience and expertise. They had a unique recruit class experience, with their class in Orillia being impacted by the ice storm that hit that region in mid-April.

The unit participated in the recent Citizen's Police Academy held at the Centre Wellington Operations Centre. It was a great opportunity to highlight what the Auxiliary Unit does to a group with some potential future members. We also assisted at a food drive with the Centre Wellington Food Bank in Fergus. Almost 700 bags of food were collected over the course of two days.

Safe Communities Wellington County

In April 2025, Safe Communities Wellington County engaged in two major public outreach events and intensified its digital and broadcast communications in preparation for upcoming spring safety initiatives. Working with local emergency services, we brought targeted safety messaging on mental health, offroad vehicle use, falls prevention, cyber safety and child-focused "buddy system" practices to hundreds of residents at high-traffic community gatherings.

Crime Stoppers Guelph Wellington (CSGW)

Crime Stoppers Guelph Wellington (CSGW) Cyber Safety Presentations continue to be in high demand throughout April and into May.

Alongside these presentations, the 5 Tips 5 Ideas 5 Signs presentations for parents have been very popular.

CSGW will present the Crime Stoppers 101 message to residents at the County of Wellington housing complex on Waterloo Avenue. This will give residents the opportunity to learn how Crime Stoppers works, and how they can keep their community safe. An officer from Guelph Police Service has also been invited to participate.

CSGW Trivia Night returned to The Grandway Event Centre on April 4th. This was a resounding success, and the final amount raised at the event will be announced in the coming days. It is expected CSGW will partner for another Trivia Night later this year.

Road Signs throughout the county continue to be updated. The latest locations are in Drayton and in Alma. Thanks to the County of Wellington Roads Department for their professional and positive partnership in installing these signs. A new location for a sign coming into Palmerston is also being requested.

On May 1st, CSGW will host Crime Stoppers programs from Owen Sound to Haldimand Norfolk and over to Windsor Essex. Zone Meetings take place twice a year and are important for local programs to connect and support each other in the work they do. The CSGW event is being held at the Ariss Golf & Country Club.

Lots on the calendar for May, with mulch sale fundraisers returning to Mount Forest and Guelph.



Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights:

- Reviewed backlog of accused persons who have failed to show for Criminal print dates and charges laid/warrants issued where necessary. Also reviewed our current procedure of dealing with "no shows" and court bureau members responsible for the follow up and rescheduling of print dates.
- Reviewed new legislation with respect to s. 810 Peace Bonds and those relating to Intimate Partner Violence. Communicated with the Crown to determine our responsibilities in properly preparing these court documents.
- Court Bureau supervisor attended the West Region Court Case Management Forum with other stakeholders (members from our local and regional Justice, Police, Crowns, Counsels, and court services) to discuss court efficiencies.
- Education and training dates provided to members for new procedure being implemented for electronic submission of reports to Justice regarding property seizures.



Personnel & Acknowledgements

Wellington County OPP hosted the 2nd Citizens Police Academy that ran from March 4th, 2025, to April 22nd, 2025. The 8-week program is designed to give members of the public a better understanding of policing, our goals and values and the challenges we face.



This year's rendition of the Citizen's Policy Academy had 23 members of the public in attendance. Members met Wednesday nights and went over 15 different units. Each unit had presenters who spoke and explained their role within the OPP. Units included UCRT, Dispatch, Canine, the Crime Unit, Court Services, administrative staff, alongside many more.

The majority of attendees were from local colleges & universities looking at policing as a career choice.

A big thank you to Constable Matthew Burton for organizing and facilitating the 2025 Citizen's Police Academy. Thank you to all the preesnters for taking time out of your busy schedules to attend and explain your role within the Ontario Provinvial Police. Thank you to Detachment Administrative Clerk Carly McKeown for helping to organize and plan this 8-week academy.

And finally, thank you to those that attended. We hope the time spent here gave you a better understanding of the requirements, duties and motivations of a police officer and the supporting personnel. Looking forward to next year.

OPP Detachment Board Report Collision Reporting System April 2025

		Ap	oril				April
Year	20	023	20	024	20	025	Year
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change	1001
Fatal Injury	1		2	100.0%	0	-100.0%	124
Non-Fatal Injury	16	23.1%	13	-18.8%	17	30.8%	112
Property Damage Only	102	22.9%	112	9.8%	124	10.7%	100
Total	119	24.0%	127	6.7%	141	11.0%	
		Υ	ΓD				
Year	20	023	20	024	20	025	50
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change	16 17
Fatal Injury	5	400.0%	3	-40.0%	2	-33.3%	1 2 0
Non-Fatal Injury	75	41.5%	76	1.3%	70	-7.9%	5.1.
Property Damage Only	505	3.5%	586	16.0%	588	0.3%	Fatal Non Prope Injury Injury Dama
Total	585	7.9%	665	13.7%	660	-0.8%	Only

Data source (Collision Reporting System) date:

05-May-2025

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL **Data source date:**05-May-2025

OPP Detachment Board Report Collision Reporting System April 2025

Fatal	ities in Deta	chment	Area - In	cidents					
					April				
Туре	Mo	tor Vehicle		Motorize	ed Snow Ve	hicle	Off-I	Road Vehicle	e
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	1		0	0		0	0	
2024	0	2	100.0%	0	0		0	0	
2025	0	0	-100.0%	0	0		0	0	
					YTD				
Туре	Mo	tor Vehicle		Motorize	ed Snow Ve	hicle	Off-I	Road Vehicle	е
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change

0

0

0

0

0

0

0

0

0

5

3

400.0%

-40.0%

2

0

2023

2024

				April		
Туре	Moto	or Vehicle	Motorize	ed Snow Vehicle	Off-F	Road Vehicle
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	1		0		0	
2024	3	200.0%	0		0	
2025	0	-100.0%	0		0	

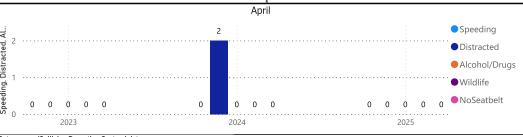
0

0

				YTD		
Туре	Mot	or Vehicle	Motorize	ed Snow Vehicle	Off-R	load Vehicle
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	5	66.7%	0		0	
2024	4	-20.0%	0		0	
2025	2	-50.0%	0		0	

Primary Causal Factors in Fatal Motor Vehicle Collisions

	April				YTD		
	2023	2024	2025		2023	2024	2025
Speeding	0	0	0	Speeding	1	0	1
Speeding % Change				Speeding % Change		-100.0%	
Distracted	0	2	0	Distracted	0	2	0
Distracted % Change			-100.0%	Distracted % Change			-100.0%
Alcohol/Drugs	0	0	0	AlcoholDrugs	2	0	0
Alcohol/Drugs % Change				AlcoholDrugs % Change		-100.0%	
Wildlife	0	0	0	Wildlife	0	0	0
Wildlife % Change				Wildlife % Change			
NoSeatbelt	0	0	0	NoSeatbeltYTD	1	0	1
NoSeatbelt YoY%				NoSeatbeltYTD YoY%		-100.0%	



Data source (Collision Reporting System) date:

05-May-2025

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL Data source date: 05-May-2025

OPP Detachment Board Report Records Management System April 2025

Criminal Code	and Provin	cial Sta	tute Cha	rges La	aid						
				Α	pril						
Year		2023			2024	1			2025	;	 -
ChargeCategory1	Offence	e Count	% Change	Offence		% Cha	nge	Offence		% Chang	ge
Criminal Code Non	ı-Traffic	118	131.4%		76	-35.	6%		91	19.7	0/0
Criminal Code Traf		25	-21.9%		24		0%		34	41.7	
Highway Traffic Ac		660	-0.3%		960	45.			832	-13.3	
Liquor Licence Act		14	75.0%		16	14.	3%		3	-81.3	%
Other Violations		70	11.1%		69	-1.	4%		77	11.6	%
Total		887	8.7%	:	1,145	29.1	L%		1,037	-9.4	%
				Υ	TD						
Year		2023			2024	1			2025	5	
ChargeCategory1	Offence	e Count	% Change	Offence	Count	% Cha	nge	Offence	Count	% Chang	ge
Criminal Code Non	ı-Traffic	432	56.5%		536	24.	1%		389	-27.4	%
Criminal Code Traf	fic	93	-17.7%		136		2%		128	-5.9	
Highway Traffic Ac		2,736	44.8%		3,309		9%		2,322	-29.8	
Liquor Licence Act		37	19.4%		25	-32.			19	-24.0	
Other Violations		219	-14.1%		252		1%		280	11.1	
Total		3,517	37.2%	1	4,258 pril	21.1	L%		3,138	-26.3°	%
1,000 ··········· 25 500 ········	960 832 660		8 7c 91			77					
Traffic Related Year ChargeCategory2	Highway Traffic Ac d Charges 202: Offence Count	11 t (riminal Code Non-Traffic	A 2024 e Count	pril % Cha	nge Of		25 24 riminal Cc 2025	ode Traffio	nge	16 3 or Licence Act
500	Highway Traffic Ac	11 t (Criminal Code Non-Traffic	A 2024	pril % Cha	nge Of		riminal Co	ode Traffi	nge	
Traffic Related Year ChargeCategory2 Speeding	Highway Traffic Ac d Charges 202: Offence Count 271	11 t (riminal Code Non-Traffic	2024 e Count 460	pril % Char 69.	nge Of		2025 e Count 192	% Challes 107.	nge	
Traffic Related Year ChargeCategory2 Speeding Seatbelt	Highway Traffic Ac d Charges 202 Offence Count 271 60	113 3 % Char -6.	Offence Offenc	2024 e Count 460 53	pril % Char 6911.	nge Off		2025 e Count 192 110	% Challes 107.	nge 3% 5%	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired	Highway Traffic Ac d Charges 202: Offence Count 271 60 18	113 3 % Char -6. -3. -25.	Offence Offenc	A 2024 e Count 460 53 18 12	pril % Char 6911.	nge Off 7% 7% 0%		2025 e Count 192 110	% Cha -58. 107.	nge 3% 5%	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year	Highway Traffic Ac d Charges 202: Offence Count 271 60 18 11	3 % Char -6., -3., -25., -21.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024	pril % Char 6911. 0.	nge Off 7% 7% 0% 1%	fence	2025 e Count 192 110 18 35	% Char-58. 107. 0. 191.	nge 3% 5% 0% 7%	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired Distracted	Highway Traffic Ac d Charges 202: Offence Count 271 60 18	111 3 % Char -6./ -3. -25./ -21.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024	pril % Char 6911. 0. 9.	nge Off 7% 7% 0% 1%	fence	2025 e Count 192 110 18 35	% Chai -58. 107. 0. 191.	1 Lique 1 September 2 Septembe	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding	Highway Traffic Ac d Charges 202: Offence Count 271 60 18 11 202: Offence Count 1,210	3 % Char -6./ -3. -25. -21.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831	pril % Chai 6911. 0. 9. TD % Chai 51.	nge Of 7% 7% 0% 1% nge Of	fence	2025 e Count 192 110 18 35 2025 e Count 572	% Chai -58. 107. 0. 191. % Chai	Lique 3% 5% 0% 7%	
Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted	832 660 Highway Traffic Ac Charges 202: Offence Count 271 60 18 11 202: Offence Count 1,210 134	111 3 % Char -6. -25. -21. 3 % Char 31. 25.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831 138	pril % Chai 6911. 0. 9. TD % Chai	nge Off 7% 7% 0% 11% 11% 11% 11% 11% 11% 11% 11% 11%	fence	2025 e Count 192 110 18 35 2025 e Count 572 195	% Chai -58. 107. 0. 191. % Chai	2 Lique 33% 55% 00% 77%	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted	832 660 Highway Traffic Ac d Charges 202: Offence Count 271 60 18 11 202: Offence Count 1,210 134 60	3 % Char -6. -3. -25. -21. 3 % Char 31. 25. -22.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831 138 86	pril % Chai 6911. 0. 9. TD % Chai 51. 3. 43.	nge Off 7% 7% 0% 11% 11% 11% 11% 11% 11% 11% 11% 11%	fence	2025 e Count 192 110 18 35 2025 e Count 572 195 91	% Chairs 191. % Chairs 191.	2 Lique 3% 5% 0% 7% 198 198 198 198 198 198 198 198 198 198	
Traffic Related Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt	832 660 Highway Traffic Ac Charges 202: Offence Count 271 60 18 11 202: Offence Count 1,210 134	111 3 % Char -6. -25. -21. 3 % Char 31. 25.	Offence Offenc	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831 138 86 30	pril % Char 6911. 0. 9. TD % Char 51. 3. 4311.	nge Off 7% 7% 0% 11% 11% 11% 11% 11% 11% 11% 11% 11%	fence	2025 e Count 192 110 18 35 2025 e Count 572 195	% Chai -58. 107. 0. 191. % Chai	2 Lique 3% 5% 0% 7% 198 198 198 198 198 198 198 198 198 198	
Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted	832 660 Highway Traffic Ac d Charges 202: Offence Count 271 60 18 11 Coffence Count 1,210 134 60 34 24 © 2025 460 271	3 % Char -6. -3. -25. -21. 3 % Char 31. 25. -22.	offence of the contraction of th	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831 138 86 30	pril % Char 6911. 0. 9. TD % Char 51. 3. 4311. pril	nge Of 7% 7% 0% 1% 0% 3% 0% 3% 8% 0%	fence	2025 e Count 192 110 18 35 2025 e Count 572 195 91 83	% Chairs 191. % Chairs 191.	nge 3% 5% 5% 0% 0% 7% 8% 8% 7% 6	or Licence Act
Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted Year ChargeCategory2 Speeding Seatbelt Impaired Distracted	832 660 Highway Traffic Ac d Charges 202: Offence Count 271 60 18 11 Coffence Count 1,210 134 60 34 24 © 2025 460 271	3 % Char -6., -3. -25. -21. 3 % Char 25. -22. -15.	offence of the contraction of th	A 2024 e Count 460 53 18 12 Y 2024 e Count 1,831 138 86 30 A	pril % Char 6911. 0. 9. TD % Char 51. 3. 4311. pril	nge Off 7% 7% 0% 11% 11% 11% 11% 11% 11% 11% 11% 11%	fence	2025 e Count 192 110 18 35 2025 e Count 572 195 91	% Chairs 191. % Chairs 191.	2 Lique 3% 5% 0% 7% 198 198 198 198 198 198 198 198 198 198	or Licence Act

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL Data source date: 5-May-25

OPP Detachment Board Report Records Management System April 2025

				Apri			
Year	20	124	2	2025			
Туре	Total	% Change	Total	% Change			
Warning	725	-7.8%	524	-27.7%			
				YTD			
Year	20)24		2025			
Туре	Total	% Change	Total	% Change			
Warning	2,487	-8.9%	1,556	-37.4%			
Type Warnir	na			April			
	ng 7 25				 	 	
800							524
800							524
800					 		524
80008 600 400 400 400 400 400 400 400 400 400					 		524
800					 		-524
TicketWarnings					 		-524

Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

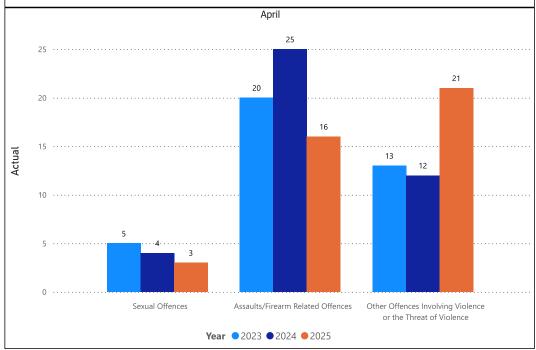
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL **Data source date:**5-May-25

OPP Detachment Board Report Records Management System April 2025

Violent Crime								
		April						
Year		2023		2024		2025		
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change		
Homicides	0		0		0			
Other Offences Causing Death	0		0		0			
Attempted Murder	0		0		0			
Sexual Offences	5	25.0%	4	-20.0%	3	-25.0%		
Assaults/Firearm Related Offences	20	100.0%	25	25.0%	16	-36.0%		
Offences Resulting in the Deprivation of Freedom	0		0		0			
Robbery	0		0		0			
Other Offences Involving Violence or the Threat of Violence	13	30.0%	12	-7.7%	21	75.0%		
Offences in Relation to Sexual Services	0		0		0			
Total	38	58.3%	41	7.9%	40	-2.4%		

		YTD					
Year		2023		2024	2025		
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change	
Homicides	1		0	-100.0%	0		
Other Offences Causing Death	0		0		0		
Attempted Murder	0		0		0		
Sexual Offences	24	33.3%	21	-12.5%	30	42.9%	
Assaults/Firearm Related Offences	61	96.8%	72	18.0%	90	25.0%	
Offences Resulting in the Deprivation of Freedom	2		1	-50.0%	0	-100.0%	
Robbery	3		1	-66.7%	0	-100.0%	
Other Offences Involving Violence or the Threat of Violence	43	-8.5%	43	0.0%	63	46.5%	
Offences in Relation to Sexual Services	0		0		0		
Total	134	39.6%	138	3.0%	183	32.6%	



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

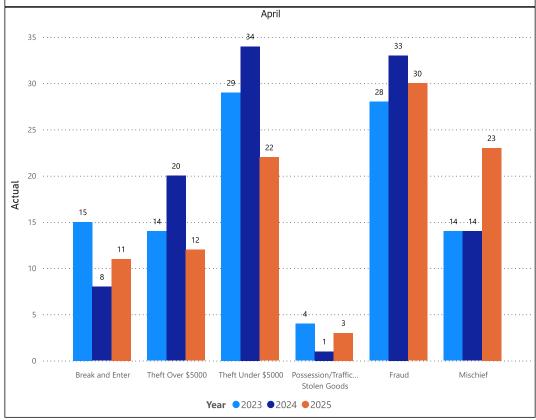
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL Data source date: 05-May-2025

OPP Detachment Board Report Records Management System April 2025

Property Crime	roperty Crime									
April										
Year	2023 2024 2025									
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change				
Arson	0		0		0					
Break and Enter	15	66.7%	8	-46.7%	11	37.5%				
Theft Over \$5000	14	0.0%	20	42.9%	12	-40.0%				
Theft Under \$5000	29	-9.4%	34	17.2%	22	-35.3%				
Possession/Trafficking Stolen Goods	4	33.3%	1	-75.0%	3	200.0%				
Fraud	28	3.7%	33	17.9%	30	-9.1%				
Mischief	14	16.7%	14	0.0%	23	64.3%				
Total	104	7.2%	110	5.8%	101	-8.2%				

	YTD									
Year		2023		2024	2025					
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change				
Arson	5	150.0%	1	-80.0%	0	-100.0%				
Break and Enter	45	2.3%	37	-17.8%	40	8.1%				
Theft Over \$5000	55	-15.4%	71	29.1%	50	-29.6%				
Theft Under \$5000	116	-12.8%	138	19.0%	107	-22.5%				
Possession/Trafficking Stolen Goods	11	-8.3%	4	-63.6%	9	125.0%				
Fraud	150	25.0%	159	6.0%	150	-5.7%				
Mischief	64	-16.9%	57	-10.9%	69	21.1%				
Total	446	-1.5%	467	4.7%	425	-9.0%				



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

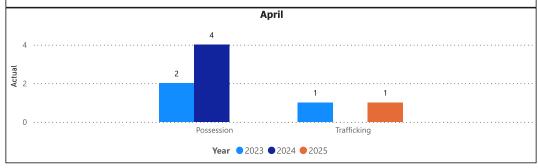
Data source date:

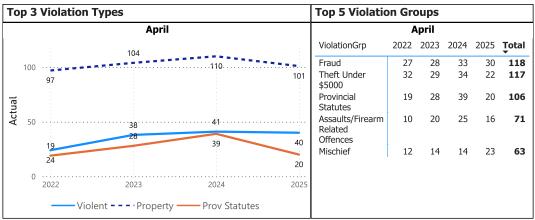
05-May-2025

OPP Detachment Board Report Records Management System April 2025

Orug Crime									
April									
Year		2023		2024		2025			
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change			
Possession	2	100.0%	4	100.0%	0	-100.0%			
Trafficking	1	-66.7%	0	-100.0%	1				
Importation & Production	0		0		0				
Cannabis Possession	0		0		0				
Cannabis Distribution	0		0		0				
Cannabis Sale	0		0		0				
Cannabis Importation & Exportation	0		0		0				
Cannabis Production	0		0		0				
Other Cannabis Violations	0		0		0				
Total	3	-25.0%	4	33.3%	1	-75.0%			

	YTD								
Year		2023		2024	2025				
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change			
Possession	8	0.0%	10	25.0%	2	-80.0%			
Trafficking	1	-85.7%	4	300.0%	2	-50.0%			
Importation & Production	0		0		0				
Cannabis Possession	0		0		0				
Cannabis Distribution	0		0		0				
Cannabis Sale	0		0		0				
Cannabis Importation & Exportation	0		0		0				
Cannabis Production	1		0	-100.0%	0				
Other Cannabis Violations	0		0		1				
Total	10	-33.3%	14	40.0%	5	-64.3%			





Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

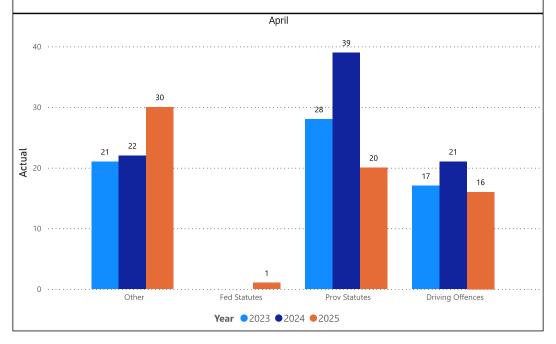
Data source date:

05-May-2025

OPP Detachment Board Report Records Management System April 2025

Other Crime Oc	currence	es .								
April										
Year		2023		2024		2025				
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change				
Other	21	75.0%	22	4.8%	30	30 36.4%				
Fed Statutes	0		0		1					
Prov Statutes	28	47.4%	39	39.3%	20	-48.7%				
Driving Offences	17	-15.0%	21	23.5%	16	-23.8%				
Total	66	29.4%	82	24.2%	67	-18.3%				

	YTD								
Year		2023		2024	2025				
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change			
Other	100	127.3%	93	-7.0%	109	17.2%			
Fed Statutes	2	100.0%	1	-50.0%	1	0.0%			
Prov Statutes	74	17.5%	91	23.0%	69	-24.2%			
Driving Offences	56	-8.2%	68	21.4%	61	-10.3%			
Total	232	37.3%	253	9.1%	240	-5.1%			



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

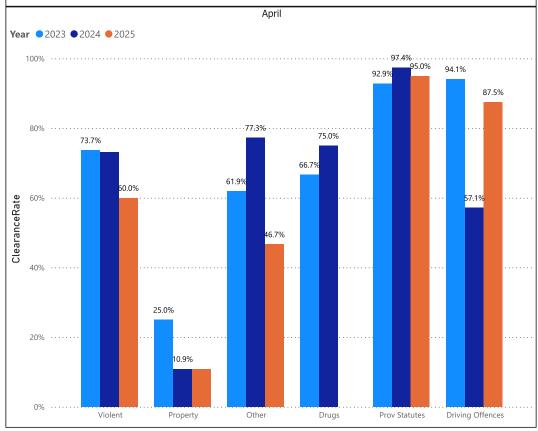
Data source date:

05-May-2025

OPP Detachment Board Report Records Management System April 2025

	April									
Year	20	023		2024	1	2025				
	%	% Change	%	% Change	%	% Change				
Violent	73.7%	36.0%	73.2%	-0.7%	60.0%	-18.0%				
Property	25.0%	120.5%	10.9%	-56.4%	10.9%	-0.2%				
Other	61.9%	23.8%	77.3%	24.8%	46.7%	-39.6%				
Drugs	66.7%	33.3%	75.0%	12.5%	0.0%	-100.0%				
Fed Statutes					0.0%					
Prov Statutes	92.9%	-7.1%	97.4%	4.9%	95.0%	-2.5%				
Driving Offences	94.1%	25.5%	57.1%	-39.3%	87.5%	53.1%				

YTD									
Year	20	023	2	024	2025				
Violation_rollup	%	% Change	%	% Change	%	% Change			
Violent	63.4%	48.5%	66.7%	5.1%	68.3%	2.5%			
Property	18.4%	41.2%	14.8%	-19.6%	9.9%	-33.1%			
Other	66.0%	61.3%	65.6%	-0.6%	67.9%	3.5%			
Drugs	80.0%	9.1%	71.4%	-10.7%	40.0%	-44.0%			
Fed Statutes	50.0%	-50.0%	100.0%	100.0%	0.0%	-100.0%			
Prov Statutes	97.3%	-1.1%	95.6%	-1.7%	97.1%	1.6%			
Driving Offences	87.5%	4.7%	79.4%	-9.2%	83.6%	5.3%			

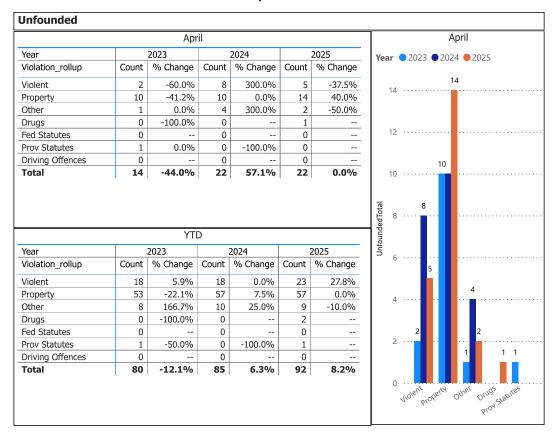


Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6100 - WELLINGTON COUNTY (Centre Wellington), 6110 - WELLINGTON COUNTY (South Wellington), 6140 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL Data source date: 05-May-2025

OPP Detachment Board Report Records Management System April 2025

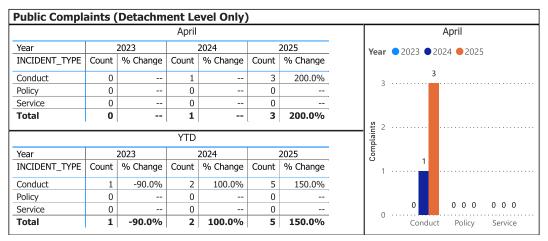


Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL **Data source date:**05-May-2025

OPP Detachment Board Report Records Management System April 2025



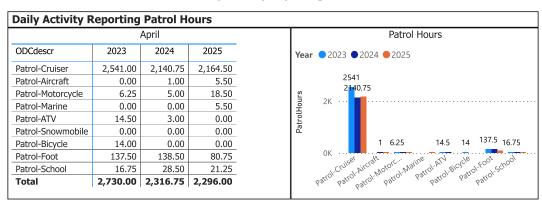
Data source: RMS Data Feed

Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:

05-May-2025

Daily Activity Reporting



Data source (Daily Activity Reporting System) date:

05-May-2025

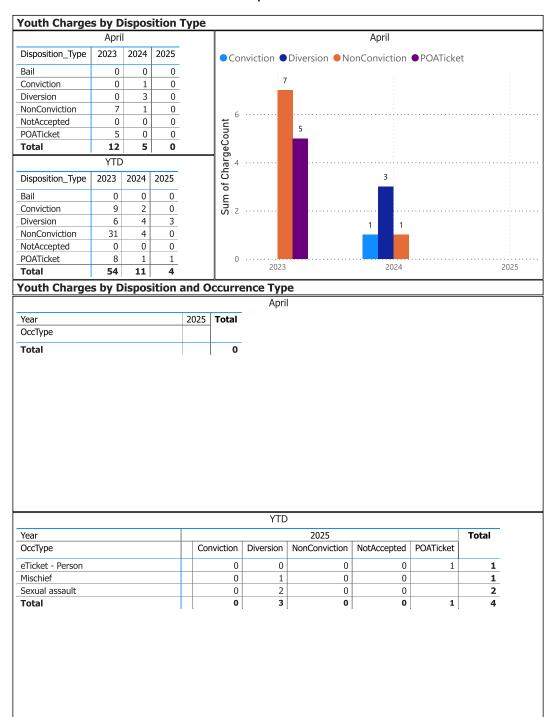
Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Data source date:

05-May-2025

OPP Detachment Board Report Records Management System April 2025



The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

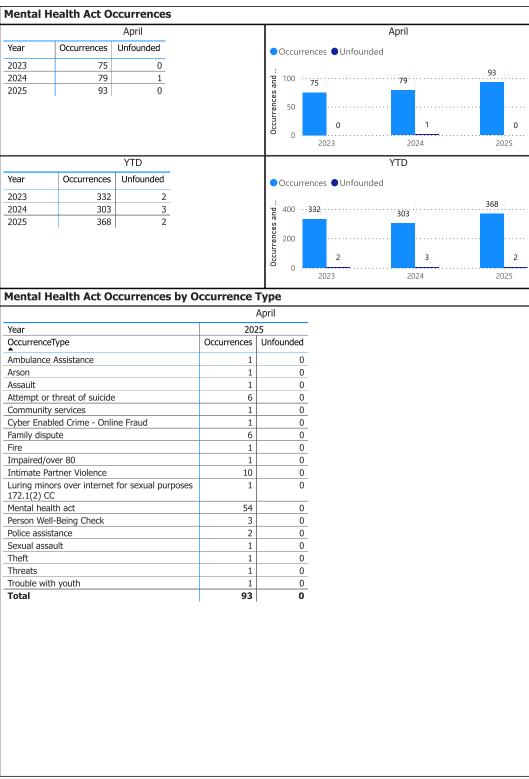
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:

05-May-2025

OPP Detachment Board Report Records Management System April 2025



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:

05-May-2025

5/7/25, 8:35 AM Power BI

OPP Detachment Board Report Records Management System April 2025

Overdose Occurrence	es								
	April					YTD			
Fatal	2023	2024	2025		Fatal 2023 2024 2025				
─ Fatal	8	10	12		☐ Fatal 38 36 34				
non-opioid overdose	8	10	12		non-opioid overdose 38 36 34				
opioid overdose 0 0 0				opioid overdose	0	0	0		
─ non-Fatal	0	0	0		☐ non-Fatal 0 2 1				
non-opioid overdose	0	0	0		non-opioid overdose 0 1 0				
opioid overdose Total	0 8	10	12		opioid overdose Total	0 38	38	35	
lotai	•	10	12		Total	30	30	33	
Fatal Overdose Occu	rrences				Non-Fatal Overdose	Occurre	nces		
	April					April			
non-opioid overdose	opioid ov	erdose	9		non-opioid overdose	opioid ov	erdose		
				12	1.0				
				1/2					
10	10								
10									
<u>ν</u> 8					S .				
9					90				
0Doccurrences					ODoccurrences 0.5				
מת				12	J 0.5				
Ö 5	10				Ö				
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2023	2024			2025	0.0 · · · · · · · · · · · · · · · · · ·	2024			2025

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

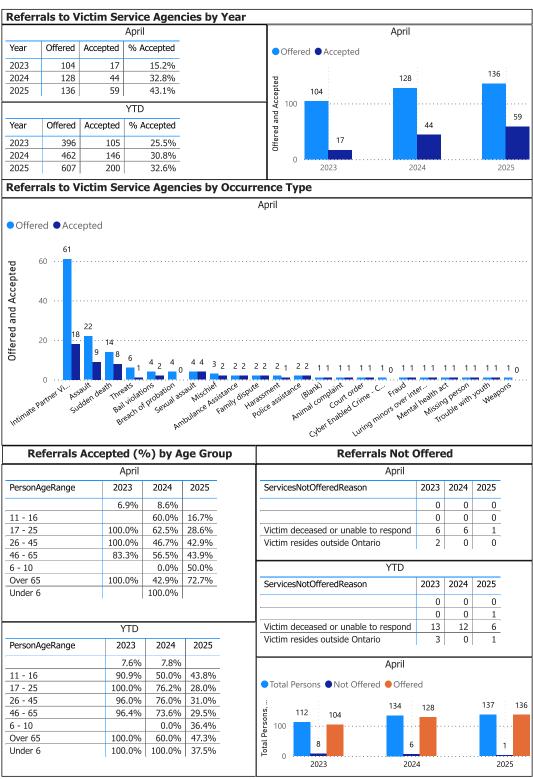
Data source date:

05-May-2025

Report Generated on: 07-May-2025 8:31:48 AM

5/7/25, 8:35 AM Power BI

OPP Detachment Board Report Records Management System April 2025



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:

05-May-2025

Report Generated on: 07-May-2025 8:31:48 AM

Contacts

In an emergency DIAL 911

You can also call 1 888 310 1122

1 888 310 1133 (TTY)

Anywhere in Ontario, 24-hour toll free

Non-emergency calls

Please call

1 888 310 1122

1 888 310 1133 (TTY) Anywhere in Ontario, 24-hour toll free

County of Wellington OPP Detachments

Centre Wellington Operations Centre

371 Charles Allan Way, Fergus, ON N1M 2W3

Non-Emergency 519-846-5930 Fax 519-846-5460

South Wellington Operations Centre

5145 Wellington Road 27, Rockwood, ON N0B 2K0

Non-Emergency 519-856-1506 Fax 519-846-2327

North Wellington Operations Centre

6725 Wellington Road 109, Palmerston, ON N0G 2P0

Non-Emergency 519-343-5770 Fax 519-343-5780

OPP General Headquarters

Ontario Provincial Police

General Headquarters
Lincoln M. Alexander Building
777 Memorial Avenue
Orillia, ON
L3V 7V3

General inquiries: 705 329-6111 8:00 am to 4:00 pm, Monday to Friday







Upcoming events

Social media









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Justine Brotherston

From: Sent:

To: Subject:

ning! of	This message was sent from outside your organization and we were unable to sender.	Block sende
	Type of Meeting	
	Council	
	Meeting Date	
	June 18, 2025	
	How many delegates are requesting to make this presentation? One (1)	
	Type of Delegation	
	This is a request to delegate on a topic on the upcoming agenda	
	Identify which agenda item you are requesting to delegate on?	
	9.4.1 WDD Main St	
	9.4. I WDD Maiii St	

Township of Puslinch <services@puslinch.ca>

Report

Tuesday, June 17, 2025 9:33 AM

New Entry: Delegate Request

Justine Brotherston

Type of P	resentation
This reque	est is to present a verbal delegation
Type of A	ttendance
In person	
Name of	Delegate
Kayly Rob	bins
Phone Nu	umber of Delegate
Email Add	dress of Delegate

Identify su	pport for staff report and highlight key components of application.
A formal p No	presentation is being submitted to accompany the delegation
The delega	ation will require the use of audio-visual equipment (power point ion)
No	
No Acknowle	dgement

Sent from Township of Puslinch

Justine Brotherston

From: Sent:

To: Subject:

the	This message was sent from outside your organization and we were unable to sender.	Block sende
	Type of Meeting	
	Council	
	Meeting Date	
	June 18, 2025	
	How many delegates are requesting to make this presentation?	
	One (1)	
	T (D.1)	
	Type of Delegation This is a request to delegate on a topic on the upcoming agenda	
	Identify which agenda item you are requesting to delegate on?	
	Safety Study of Boreham Park	

Township of Puslinch <services@puslinch.ca>

Report

Tuesday, June 17, 2025 10:57 AM

New Entry: Delegate Request

Justine Brotherston

Type of I	Presentation
This requ	uest is to present a verbal delegation
Type of <i>i</i>	Attendance
In persor	
Name of	Delegate
bruce ta	ylor
i ididiig i	Address of Delegate
Trucking /	Address of Delegate
	Address of Delegate umber of Delegate
Phone N	

Response to	Safety Study;
Public Healt	th Ontario warnings with regard to ticks and Lyme disease.
A formal pre	esentation is being submitted to accompany the delegation
No	
The delegat	ion will require the use of audio-visual equipment (power point on)
No	
Acknowledg	gement

Sent from Township of Puslinch



REPORT FIN-2025-020

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: June 18, 2025

SUBJECT: Development Charges Update

File No. F21 DEV

RECOMMENDATIONS

THAT Report FIN-2025-020 entitled Development Charges Update be received; and

That Council direct staff to include a Transportation Master Plan in the 2026 capital budget for Council's consideration; and

That Council direct staff to initiate an update to the 2024 Development Charges Background Study in 2027, including incorporation of eligible capital projects and service levels based on upcoming master plans and studies as outlined in Report FIN-2025-020.

Purpose

The purpose of this report is to provide Council with an update on Development Charges (DCs) and seek direction on proceeding with an update study based on Council's previous direction and recent legislative considerations.

<u>Background</u>

DCs are collected to fund growth-related capital infrastructure. The Development Charges Act, 1997 (DCA) governs their calculation and implementation. The principle underpinning the Act is that growth should pay for growth.

Council at its meeting held on September 3, 2024 passed Council Resolution No. 2024-273 as outlined below:

THAT Report FIN-2024-023 entitled 2024 Development Charges Background Study and By-law be received; and

That the Township's 2024 Development Charges Background Study dated June 24, 2024 attached as Schedule A to Report FIN-2024-023 be approved; and

That Council adopt the assumptions contained in the 2024 Development Charges Background Study as anticipation with respect to capital grants, subsidies and other contributions; and

That Council adopt the approach to calculate the Development Charges on a uniform Townshipwide basis for all services and class of services; and

That Council approve the capital project listing set out in Chapter 5 of the 2024 Development Charges Background Study attached as Schedule A to Report FIN-2024-023 subject to further annual review during the budget process; and

That Council give 3 readings to By-law No. 2024-053 being a By-law to adopt the 2024 Development Charges By-law to be effective September 3, 2024; and

That staff be directed to allocate funds to review the DC background study during the 2025 budget in order to determine if the DC charges are adequate prior to the 1-year life of the background study in accordance with legislation; and

That staff provide information during the background study review regarding the impact on DCs should Council construct double lift asphalt roads through its replacement schedule and its hard surfacing program to convert gravel roads to hard surface in accordance with the Township Roads Management Plan recommendations.

Gravel Roads Improvements

Since the creation of the Gravel Roads Improvement Discretionary Reserve in 2020, the Township has completed the upgrade of Concession 7 from gravel to paved at a cost of \$931K in 2022. The current balance of this reserve is approximately \$1.2M.

The 2024 DC Study includes a provision of \$1.6M for upgrading gravel roads, with \$216K (13.6%) eligible to be funded through DCs.

<u>Transportation Master Plan</u>

Staff recommend that a comprehensive Transportation Master Plan (TMP) be developed to identify and prioritize road infrastructure needs driven by growth to be incorporated in a future DC Study update. The TMP would:

- Be a comprehensive document that provides a vision for transportation service and infrastructure in the Township and a decision-making framework for prioritizing transportation infrastructure to support existing and future residents and businesses;
- Provide a single location for existing and future transportation related Township policies;
- Engage with relevant stakeholders including the County of Wellington, the City of Guelph and the Ministry of Transportation;
- Build on the Township's 2023 Roads Management Plan, which outlines the road replacement schedule for existing infrastructure and includes a traffic calming policy, a speed limit and community safety zone policy, and a truck route policy;
- Complement and implement the recommendations of the 2024 Speed Limit Study upon Council approval;
- Address infrastructure needs related to the Employment Land Study and ongoing employment growth in the Township;
- Define growth-related road improvements and confirm what costs qualify under the DC framework (versus local services which are the responsibility of the developer);
- Review and provide updated direction on traffic calming, speed limits and community safety zones, and truck routing;
- Develop direction related to active transportation infrastructure in employment and urban areas (e.g., incorporating sidewalks, which are the developer's cost and responsibility), as applicable, and ensure connectivity with provincial and regional active transportation systems.
- Address other transportation considerations across the Township including road classification and standard road cross-sections, access management for new development, on-street and off-street parking, warrants for transportation improvements (including all-way stop control, traffic signals, pedestrian crossings, and auxiliary turning lanes), and safety in school zones.

On the roads component, there are broader-based projects—outside of specific developments—that are included in the DC framework to help fund upgrades, expansions, and related infrastructure assets that benefit growth across the Township. These recommendations would need to be clearly outlined in the TMP.

It is also important to note that any infrastructure built to support growth will require ongoing maintenance and have associated operating impacts, which must be considered in long-term financial planning. Operating impacts are not DC eligible.

The TMP would also clarify requirements for development-related infrastructure such as double-lift asphalt roads and supporting services (e.g., fleet and facilities for road maintenance). Staff propose that the TMP be considered as part of the 2026 Budget.

Asphalt Thickness and Road Upgrade Standards

An area of consideration for future road infrastructure planning is whether road construction standards should be increased from a single lift to a double lift of asphalt. This was not further investigated in the 2024 DC Background Study due to the significant financial implications for the Township's Asset Management Discretionary Reserve, as road repaving projects are only 13.6% DC eligible.

Section 10 of the 2023 Roads Management Plan recommends that, in cases where a single lift is proposed—either for a gravel road conversion or where budget constraints prevent a two-lift standard—and in the absence of a geotechnical investigation, the Township should increase its budget to accommodate a minimum thickness of 60 mm of HL 4 Surface Asphalt. The Township's current practise is in line with this recommendation.

Currently, approximately 27 kilometers of Township roads have been constructed with a double lift of asphalt. However, upgrading more roads to this standard would have a considerable impact on reserves due to the low DC recoverability. The proposed TMP would evaluate and formalize criteria for when a double lift of asphalt should be required, particularly for growth-related road infrastructure. It would also outline a process to require developers to fund these higher-standard upgrades through development applications. This approach aligns with the core principle of the DCA —that growth should pay for growth—while helping to manage long-term asset sustainability and operating impacts.

In addition, staff are reviewing roads that were initially constructed with a single lift of asphalt to determine whether a double lift would be more appropriate, based on current and projected traffic volumes as well as funding considerations. As part of this review, staff will present both single-lift and double-lift cost estimates for Council's consideration during the 2026 budget process. The roads under review include:

- Victoria Road South (from Leslie Road West to County Road 36)
- Concession 2 (from Sideroad 10 South to County Road 35)

Development Standards Guidelines

The update to the Development Standards Guidelines is currently included in the Township's workplan. These guidelines will establish clear service standards for developers—i.e., which infrastructure elements are the responsibility of the developer through a development agreement versus those provided by the Township.

The guidelines will also support the Township's Local Service Policy, as outlined in Appendix E of the 2024 DC Background Study attached as Schedule A to this Report. As part of this update, staff will confirm that proposed infrastructure works are not considered local services under the policy, to determine which costs may be included in future DC calculations.

The guidelines will complement the TMP to ensure alignment between growth-related infrastructure planning and inform future DC studies including cost recovery through DCs.

Legislative Timelines

The DCA provides a one-year validity period for a background study when undertaking an amendment. As the Township's 2024 DC Background Study is dated June 24, 2024, an amendment would need to be passed by June 24, 2025 to comply with legislative requirements. This was previously miscommunicated as a September 3, 2025 deadline.

However, update studies are not subject to the same legislative time constraints. An update to the DC by-law can be undertaken at any time, provided the required public circulation period and public meeting notice requirements are met.

Given this flexibility—and the Township's intention to develop a comprehensive TMP that will identify key growth-related infrastructure needs and future DC allocations—an update study is recommended over an amendment. This approach will allow the Township to fully assess future infrastructure requirements and ensure DCs are calculated based on the most current growth-related data and planning studies.

<u>Future Master Plans and Studies</u>

Several strategic plans are underway or upcoming, including:

- Employment Land Study
- Fire Master Plan
- Recreation and Parks Master Plan
- Development Standards Guidelines
- Township Official Plan

It is recommended that the findings of these plans be incorporated into the next DC update once approved. Integrating these plans ensures the DC update study reflects a complete and Council-endorsed vision for growth-related needs, especially when these plans have already gone through the rigorous public consultation process.

Potential Legislative Changes to the DCA - Bill 17

Bill 17 proposes significant amendments to the DCA. Staff recommend that the Township defer finalizing a DC update until Bill 17 is enacted to ensure compliance with the latest legislative framework.

Growth Related Infrastructure by Service Area

Below is a summary of growth-related infrastructure provisions currently included in the 2024 DC Background Study (Chapter 5) attached as Schedule A to this Report:

Township-Wide	Description of Provision	Capital	DC Eligible
Services/Class of Services	·	Cost	Cost
		Estimate	
Services Related to a Highway	Provision for Upgrading Gravel Roads to Paved	\$1,586,000	\$215,700
	Roads		
Services Related to a Highway	Provision for Traffic Calming Measures	\$150,000	\$75,000
Services Related to a Highway	Provision for Additional Growth-Related Fleet	\$100,000	\$100,000
Parks and Recreation Services	Provision for additional Lawn Tractor	\$55,000	\$55,000
Parks and Recreation Services	Provision for Additional Facility Space	\$100,000	\$100,000
Parks and Recreation Services	Provision for Developing new Parks related to	\$700,000	\$700,000
	Subdivisions		
Provincial Offences Act	Provision for Additional Facility Space and By-law	\$3,300	\$3,300
including By-Law	Enforcement Equipment		
Enforcement			
Fire Protection Services	Provision for Additional Facility Space	\$1,700,000	\$1,275,000
Fire Protection Services	Provision for Additional Light Duty Service Vehicle	\$75,000	\$75,000
Fire Protection Services	Provision for Replacement and Expansion of the	\$2,500,000	\$500,000
	Aerial Vehicle with a larger vehicle		
Growth-Related Studies	Provision for the development of a Township Official	\$200,000	\$134,999
	Plan		

Financial Implications

The Township has received an estimated cost of \$110K for the TMP, with 60% eligible for DC funding, and \$20K for the DC Update Study from Watson & Associates, which is 100% DC eligible. The 2025 capital budget had included \$15K for a DC Study Amendment; however, this is no longer recommended, as outlined in this report.

Both the TMP and the DC Update Study will be incorporated into the 2026 capital budget and forecast, subject to Council's approval of the proposed strategy for the DC Update Study.

Applicable Legislation and Requirements

Development Charges Act, 1997

Engagement Opportunities

All DC-related documents are available on the Township's Financial Reporting page:

https://puslinch.ca/government/financial-reporting/

Attachments

Schedule A: Report FIN-2024-023 - 2024 Development Charges Background Study and By-law

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan,	Mike Fowler,	Courtenay Hoytfox,
Director of	Director of Public Works,	Interim CAO
Finance/Treasurer	Parks, and Facilities	
	Justine Brotherston,	
	Interim Municipal Clerk	



REPORT FIN-2024-023

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

Nancy Neale, Manager of Watson & Associates Economists Ltd.

MEETING DATE: September 3, 2024

SUBJECT: 2024 Development Charges Background Study and By-law

File No. F21 DEV

RECOMMENDATIONS

THAT Report FIN-2024-023 entitled 2024 Development Charges Background Study and By-law be received; and

That the Township's 2024 Development Charges Background Study dated June 24, 2024 attached as Schedule A to Report FIN-2024-023 be approved; and

That Council adopt the assumptions contained in the 2024 Development Charges Background Study as an anticipation with respect to capital grants, subsidies and other contributions; and

That Council adopt the approach to calculate the Development Charges on a uniform Township-wide basis for all services and class of services; and

That Council approve the capital project listing set out in Chapter 5 of the 2024 Development Charges Background Study attached as Schedule A to Report FIN-2024-023 subject to further annual review during the budget process; and

That Council gives 3 readings to By-law No. 2024-053 being a By-law to adopt the 2024 Development Charges By-law to be effective September 3, 2024.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the legislative Public Meeting (PM) held on July 10, 2024 as it relates to the 2024 Proposed Development Charges (DC) Background Study and Draft By-law; and
- 2.) Provide Council with the results of the community engagement survey issued through the Township's Online Engagement Platform, EngagePuslinch.ca; and
- 3.) Recommend that Council approve the 2024 DC Background Study dated June 24, 2024 attached as Schedule A to this Report; and
- 4.) Seek approval from Council to enact the 2024 DC By-law.

Background

DC's are collected to pay for growth-related capital infrastructure. All municipalities in Ontario must follow the Development Charges Act, 1997 (DCA) and related regulations in order to collect DC's. The DCA is based on the core principle that "growth pays for growth".

The DCA requires that a DC Background Study be completed prior to updating DC by-laws. The Township's current Township-wide DC By-law No. 044-2019 will expire on September 3, 2024.

- In accordance with the DCA, the Township commenced the DC Background Study process in 2023 through a kick-off meeting with Watson & Associates Economists Ltd. ("Watson") on November 28, 2023 to discuss the overall process and requirements of Township staff.
- Township staff met with Watson throughout 2024 to discuss historical levels of service, growth-related capital projects to be identified in the DC Background Study, and review by-law policy considerations.
- A Special Council Meeting was also held on June 14, 2024 for the purpose of providing training with respect to the 2024 Proposed DC Background Study and Draft By-law.
- The 2024 Proposed DC Background Study and Draft By-law was made available to the public on June 24, 2024 in advance of the PM which took place on July 10, 2024.

Special Council Meeting

As outlined above, a Special Council Meeting was held on June 14, 2024. At the Special Council Meeting, Council requested that the following two items be investigated:

- 1.) Establish two DC rates (ie. one DC rate for 4+ bedrooms and one DC rate for less than 4 bedrooms).
- In June 2024, Watson undertook the single family DC rate calculations based on the number of bedrooms. The estimated DC rates are outlined in the table below:

Residential Type	Estimated Average	Estimated Residential
	Person Per Unit	DC Calculation
Single and Semi-Detached Dwelling	3.089	\$7,661
Single and Semi-Detached Dwelling 4+ Bedrooms	3.826	\$9,488
Single and Semi-Detached Dwelling 3 Bedrooms or Less	2.205	\$5,468
Other Multiples	2.431	\$6,029
Apartments – 2 Bedrooms+	1.869	\$4,635
Apartments – Bachelor and 1 Bedroom	1.365	\$3,385

- Based on the table above, the blended DC rate is \$7,661 per unit. However, when differentiating by 4+ bedrooms and 3 bedrooms or less, the 4+ bedroom rate is higher at \$9,488, the 3 bedrooms or less rate drops to \$5,468 which is less than the multiple rate of \$6,029.
- Additionally, from a building permit perspective, if the Township was to differentiate between 3 and 4+ bedrooms, it is anticipated that future building permit applications for houses may be purposely skewed to show less bedrooms and more offices/recreation rooms (former bedrooms) to take advantage of the lower DC rate. If fewer bedrooms are shown in building permit applications, the septic design will be directly affected and possibly undersized for the actual intended use.
- The majority of municipalities in the province do not differentiate their low density DC rate. The County of Wellington (County) does not differentiate these rates.
- Therefore, based on the above and Watson' analysis completed in June 2024, it is recommended that the Township not differentiate its DC rates and to remain consistent with the County DC's in order to avoid confusion at the time of imposing and collecting the DC rates.
- 2.) Increase road budgets from a single lift of asphalt thickness to a double lift of asphalt thickness.
- This was not further investigated by Township staff and Watson due to the significant funding implications to the Township's Asset Management Discretionary Reserve. Should Council wish that road budgets be increased from a single lift of asphalt thickness to a double lift of asphalt thickness in the future, it is recommended that Council approve a significant amount of additional funding to the AM Discretionary Reserve for future budget years in order to ensure that there are not deficits in the AM Discretionary Reserve.

PM

A PM was held on July 10, 2024 at 7:00 pm to obtain public input on the 2024 Proposed DC Background Study and Draft By-law.

The majority of the Public comments received at the PM were responded to at the PM. There are several studies/plans that will be taking place over the next few years including the adoption of an Official Plan, Employment Land Study, Recreation and Parks Master Plan, Fire Master Plan, etc. It is recommended that the results of these studies/plans be incorporated in the next DC Background Study upon Council approval of these studies/plans in the future. It is recommended that the Township incorporate the comments from the Public that staff feel are financially and operationally feasible in the next DC Background Study upon completion of the above studies/plans.

There were no comments raised following the PM at the time of writing this Report regarding suggested updates to the 2024 Proposed DC Background Study and Draft By-law.

At the time of writing this Report, based on the comments received from the Public to date, Township staff do not recommend updates to the 2024 Proposed DC Background Study and Draft By-law that was presented at the July 10, 2024 PM. The minutes of the PM are included in the September 3, 2024 agenda package. Township staff will provide Council with an update should there be any further questions received prior to the Council Meeting scheduled on September 3, 2024.

Community Engagement Survey

Attached as Schedule B to Report FIN-2024-023 are the results of the community engagement survey issued through the Township's Online Engagement Platform, EngagePuslinch.ca for Council's information. The survey was open from June 24, 2024 to July 19, 2024 at 12:00 p.m. There were a total of 2 completed surveys and 23 visits to EngagePuslinch.ca as part of the 2024 Proposed DC Background Study and Draft By-law engagement.

Growth Related Infrastructure by Service Area

The growth related infrastructure by service area is included in Chapter 5 of the DC Background Study.

Please note, some of the projects are noted as provisions (ie. provision for traffic calming measures, provision for developing new parks, provision for additional vehicles/equipment etc.) given Council's future consideration of these items through the various upcoming studies/plans processes as outlined above.

Financial Implications

As part of the PM held on July 10, 2024, the following tables were presented to the Public to summarize the proposed change in DC rates for future developments effective September 3, 2024:

Residential (Single Detached) Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	4,119	2,768
Fire Protection Services	2,003	1,657
Parks and Recreation Services	969	2,961
Provincial Offences Act including By-Law Enforcement	-	6
Growth-Related Studies*	478	847
Total Township-Wide Services/Classes	\$7,569	\$8,238

^{*} Class of Services

Non-Residential (per sq.ft.) Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	1.43	0.85
Fire Protection Services	0.68	0.52
Parks and Recreation Services	0.06	0.09
Provincial Offences Act including By-Law Enforcement	-	-
Growth-Related Studies*	0.16	0.16
Total Township-Wide Services/Classes	\$2.33	\$1.62

^{*} Class of Services

The increase in the proposed residential charge is \$669 or 9% per single detached residential unit. This is reflective of the capital costs anticipated to be required for the growth projected over the forecast period, the various studies required to be undertaken as noted above, the introduction of a new service (i.e., Provincial Offences Act, including by-law enforcement), and overall inflationary impacts being experienced throughout the tendering processes.

The decrease in the proposed non-residential charge is \$0.71 or 30% per square foot of gross floor area. This is reflective of the lower amount of employment growth projected over the 10-year forecast period and the lower land density of employment as compared to the 2019 DC Background Study.

Applicable Legislation and Requirements

Development Charges Act, 1997

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2024 DC Background Study and By-law process as outlined below:

- Social Media Posts and/or Advertisements at Facebook.ca/TownshipofPuslinch and Twitter.com/TwpPuslinchON
- Township Website at puslinch.ca
- Community Engagement Survey at EngagePuslinch.ca open from June 24, 2024 to July 19, 2024 at 12:00 p.m.
- Wellington Advertiser Advertisement
- PM on July 10, 2024 at 7:00 p.m.

Further, upon Council approval of the by-law, the Township will provide notice of the passage of the 2024 DC Background Study and By-law via the Wellington Advertiser and Township website. Notice will also be provided to the Clerk of the County of Wellington, the secretary of every School Board having jurisdiction within the Township, and every person and organization that has provided the Township Clerk a written request for the notice, where a return address has been provided.

Attachments

Schedule A: 2024 DC Background Study

Schedule B – Engage Puslinch Community Engagement Survey Results

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer





2024 Development Charges Background Study

Township of Puslinch

For Public Review and Comment

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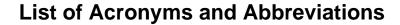
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Acronym Full Description of Acronym

A.M.P. Asset management plan

CANSIM Canadian Socio-Economic Information Management System

(Statistics Canada)

D.C. Development Charges

D.C.A. Development Charges Act, 1997, as amended

F.I.R. Financial Information Return

G.F.A. Gross floor area

km Kilometers

LPAT Local Planning Appeal Tribunal

N.F.P.O.W. No fixed place of work

OLT Ontario Land Tribunal

O. Reg. Ontario Regulation

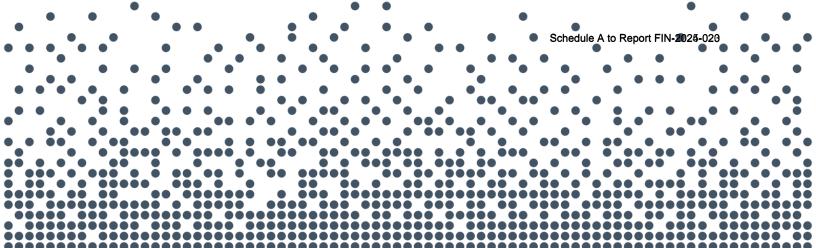
P.O.A. Provincial Offences Act

P.P.U. Persons per unit

S.D.U. Single detached unit

s.s. Subsection

sq.ft. square foot



Executive Summary

Executive Summary

- (a) The report provided herein represents the Development Charges (D.C.) Background Study for the Township of Puslinch (Township) required by the Development *Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 Introduction and overview of the legislative requirements of the D.C.A.;
 - Chapter 2 Review of the Township's present D.C. policies;
 - Chapter 3 Summary of the anticipated residential and non-residential development for the Township;
 - Chapter 4 Approach to calculating the D.C.;
 - Chapter 5 Review of the historical level of service, increase in capital needs, identification of future capital costs to service the anticipated development, and related deductions and allocations;
 - Chapter 6 Calculation of the D.C.s;
 - Chapter 7 D.C. policy recommendations and rules; and
 - Chapter 8 By-law implementation.
- (b) D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to impose these charges. The methodology required to determine the charges is detailed in Chapter 4; a simplified summary is provided below.
 - 1) Identify amount, type, and location of the anticipated development;
 - 2) Identify the increase in need for service to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies, and other contributions;
 - Benefit to existing development;
 - o Amounts in excess of 15-year historical service calculation; and
 - D.C. reserve funds (where applicable);

- Net capital costs are then allocated between residential and non-residential development types; and
- 6) Net costs divided by the anticipated development to provide the D.C.
- (c) Subsequent to the passage of the Township's 2019 D.C. By-law (By-law 044-2019), a number of amendments to the D.C.A. have taken place. These changes have been incorporated throughout the report and in the draft by-law, as necessary. The legislative amendment to the D.C.A. include the following (details of each Act are provided in Chapter 1 of this report):
 - Bill 108: More Homes, More Choice Act, 2019
 - Bill 138: Plan to Build Ontario Together Act, 2019
 - Bill 197: COVID-19 Economic Recovery Act, 2020
 - Bill 213: Better for People, Smarter for Business Act, 2020
 - Bill 109: More Homes for Everyone Act, 2022
 - Bill 23: More Homes Built Faster Act, 2022
 - Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023
 - Bill 134: Affordable Homes and Good Jobs Act, 2023
 - Bill 185: Cutting Red Tape to Build More Homes Act, 2024

A summary of some of the amendments are outlined below that impact the Township's D.C. Study and proposed by-law:

- Limiting D.C. eligible services;
- Historical level of service calculation extended to a 15-year average;
- Capital cost definition revised to remove prescribe services for which land or an interest in land will be restricted (no services currently prescribed);
- Annual installment payments for rental and institutional development, in six equal payments commencing at occupancy;
- The determination¹ of D.C.s for development occurring within two years of a site plan or zoning by-law amendment planning approval for applications received and approved between January 1, 2020, and June 5, 2024, and for development occurring within 18 months of a site plan or zoning by-law amendment planning approval for applications received on or after January 1, 2020, where approval has not been granted prior to June 6, 2024;

¹ With charges determined at the time of planning application.

- Maximum interest rate for installments and the determination of D.C.s for eligible site plan and zoning by-law amendment applications set at the average prime rate plus 1%;
- Statutory D.C. exemptions for additional residential units (up to a third dwelling unit), affordable units, attainable units, affordable inclusionary zoning units, non-profit housing, and universities receiving ongoing funding from the Province;
- Mandatory D.C. discount for rental housing, based on the number of bedrooms within a dwelling unit;
- Term of a D.C. by-law extended from 5 years to 10 years;
- Requirement for municipalities to spend or allocate at least 60% of their D.C.
 reserve fund at the beginning of the year for services related to a highway;
- Requirements related to the annual D.C. reserve fund Treasurer's statement;
- Provision to allow minor amendments to D.C. by-laws concerning by-law expiry dates; and
- D.C. public notice requirements.
- (d) The growth forecast (provided in Chapter 3), summarized in Table ES-1, on which the D.C. is based, projects the following population, housing, and non-residential employment and associated gross floor area for the 10-year (mid-2024 to mid-2034) forecast period.

Table ES-1
Township of Puslinch
Summary of Anticipated Municipal-Wide D.C. Residential and Non-Residential
Development

Measure	10 Year	
(Net) Population Increase	962	
(Gross) Population Increase in New Households*	1,046	
Residential Unit Increase	353	
Non-Residential Employment Increase	510	

Measure	10 Year
Non-Residential Gross Floor Area Increase (sq.ft.)	585,000

^{*}Growth includes population in both permanent and institutional households

(e) Table ES-2 includes a summary of the D.C. eligible capital costs for each eligible service arising from the anticipated development. These capital costs are provided in detail in Chapter 5. The D.C.A. requires that the background study include a summary of the gross and net capital costs to be incurred over the term of the bylaw (i.e., 10-years) for existing and future development. This summary is provided by service in Table 6-3 of the D.C. Background Study.

In total, gross capital costs of approximately \$27.54 million are forecast for the 10-year by-law term. These capital costs have been identified through discussion with Township staff. The costs included are to service the 10-year forecast, therefore, no deductions have been made related to the needs of growth beyond the forecast period. Other deductions in the determination of the D.C. recoverable costs include approximately \$23.4 million related to the portion of capital projects that will benefit the existing development, \$177,200 related to anticipated grants, subsidies, and other contributions, and \$60,400 related to costs associated with in-eligible D.C. services.

The resultant net D.C. recoverable costs included in the calculations for capital works anticipated over the 10-year forecast period totals approximately \$3.90 million, of which \$2.90 million is attributed to the forecasted residential development and \$1.0 million allocated to the forecasted non-residential development.



Table ES-2 Township of Puslinch Summary of Costs Anticipated During the Term of the By-law

Description	Value (2024\$)
Total gross expenditures planned over the next ten years	\$27,538,653
Less: benefit to existing development	\$23,402,152
Less: post planning period benefit	\$0
Less: costs associated with D.C. ineligible services	\$60,400
Less: grants, subsidies, and other contributions	\$177,200
Net costs to be recovered from D.C.s. over the term of the by-law	\$3,898,901

(f) At present, the Township imposes D.C.s on residential developments in accordance with By-law 044-2019. The Township is undertaking a D.C. public process and anticipates passing a new D.C. by-law for the services identified in the D.C. Background Study. The statutory mandatory public meeting has been set for July 10, 2024, with adoption of the D.C. by-law anticipated for September 3, 2024.

This report provides the calculations of the residential and non-residential charges to recover the capital costs of the anticipated increase in need for services arising from the forecast development (summarized in Schedule ES-3). The following services and class of services are calculated based on a municipal-wide 10-year forecast period:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Provincial Offences Act Including By-law Enforcement; and
- Growth-Related Studies (class of services).
- (g) Table ES-3 provides the calculated D.C.s for residential and non-residential developments by service.

The calculated D.C. for a single detached residential dwelling unit within the Township is \$8,240. The calculated D.C. for non-residential development within the Township is \$1.64 per sq.ft. of gross floor area.

Table ES-3 Township of Puslinch Calculated Schedule of Development Charges

	RESIDENTIAL				NON-RESIDENTIAL
Township-Wide Services/Class of Services	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,769	2,179	1,675	1,223	0.87
Fire Protection Services	1,657	1,304	1,003	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,240	\$6,485	\$4,986	\$3,640	\$1.64

(h) Tables ES-4 and ES-5 provide a comparison of the D.C.s currently imposed in the Township and the calculated charges herein. These comparisons are provided for a single-detached residential dwelling unit and non-residential development on a per sq.ft. of gross floor basis, respectively.

Table ES-4
Township of Puslinch
Single-Detached Residential Dwelling Unit D.C. Comparison

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	4,119	2,769
Fire Protection Services	2,003	1,657
Parks and Recreation Services	969	2,961
Provincial Offences Act including By-Law Enforcement	-	6
Growth-Related Studies*	478	847
Total Township-Wide Services/Classes	\$7,569	\$8,240

^{*} Class of Services

Table ES-5 Township of Puslinch Non-Residential D.C. Comparison per sq.ft. of Gross Floor Area

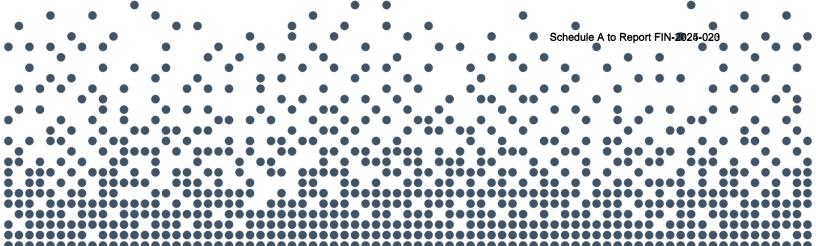
Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	1.43	0.87
Fire Protection Services	0.68	0.52
Parks and Recreation Services	0.06	0.09
Provincial Offences Act including By-Law Enforcement	-	-
Growth-Related Studies*	0.16	0.16
Total Township-Wide Services/Classes	\$2.33	\$1.64

^{*} Class of Services

- (i) Chapter 7 herein, provides the D.C. by-law policy recommendations and rules that govern the imposition of the charges. Council will consider the findings and recommendations provided herein and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law for each service, which is appended in Appendix G. These decisions may include:
 - adopting the charges and policies recommended herein;

- considering additional exemptions to the D.C. by-law; and
- considering reductions in the charges (obtained by removing certain services or capital costs on which the charge is based and/or by a general reduction in the charge).

The D.C.A. does not allow for D.C. revenue foregone as a result of an exemption or reduction in the charge to be made up through higher D.C.s on other development. As such, any decision to provide further exemptions or reductions should consider alternative funding sources to address the foregone revenue.



Report



Chapter 1 Introduction



1. Introduction

1.1 Purpose of this Document

The Township of Puslinch (Township) retained Watson & Associates Economists Ltd. (Watson), to undertake the development charges (D.C.) background study and by-law process in 2024. This background study has been prepared for public comment. This background study has been prepared pursuant to the requirements of the *Development Charges Act*, 1997 (D.C.A.), as amended, and recommends new charges and by-law policies for the Township.

This D.C. background study will be distributed to members of the public to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations. Watson will continue to work with Township staff to further refine the background study (as required) based on public feedback, for the release of the final D.C. background study prior to the Council adoption of the by-law.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's D.C. background study, as summarized in Chapter 4. Chapter 6 contains the calculated D.C.s based on the increase in need and capital costs of services identified in Chapter 5. It also addresses the requirement for "rules" outlining the implementation of the charge as contained in Chapter 7. Appendix G provides the proposed by-law to be made available to the public as part of the approval process.

The report also includes a summary of the Township's current D.C. rates and policies (Chapter 2) to provide a comparison with those being proposed. It further addresses post-by-law adoption implementation requirements (Chapter 8), which are critical to the successful application of the new by-law.

The chapters in the report are supported by appendices containing the data required to explain and substantiate the calculation of the charges.



1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A., has been scheduled for July 10, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed D.C. by-law.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on June 24, 2024.

The process to be followed in finalizing the report and recommendations includes:

- Consideration of responses received prior to, at, or immediately following the public meeting;
- Refinements to the report, if required; and
- Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.



Figure 1-1
Schedule of Key D.C. Process Dates

Process Steps	Dates			
Data collection, growth forecast development, staff review,	Early 2024 to Mid-			
engineering work, D.C. calculations and policy work	2024			
Public release of final D.C. Background study and proposed by-law	June 24, 2024			
Public meeting advertisement placed in newspaper(s)	By 21 Days prior to the Public Meeting			
Public meeting of Council	July 10, 2024			
Council considers adoption of background study and passage of by-law	September 3, 2024			
Newspaper notice given of by-law passage	By 20 days after passage			
Last day for by-law appeal	40 days after passage			
Township makes pamphlet available (where by-law not	By 60 days after in			
appealed)	force date			

1.3 Changes to the Development Charges Act, 1997

Over the past five (5) years, a number of changes to the D.C.A. have been introduced through various legislation including the following:

- Bill 108: More Homes, More Choice Act, 2019;
- Bill 138: Plan to Build Ontario Together Act, 2019;
- Bill 197: COVID-19 Economic Recovery Act, 2020;
- Bill 213: Better for People, Smarter for Business Act, 2020;
- Bill 109: More Homes for Everyone Act, 2022;

- Bill 23: More Homes Built Faster Act, 2022;
- Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023;
- Bill 134: Affordable Homes and Good Jobs Act, 2023; and
- Bill 185: Cutting Red Tape to Build More Homes Act, 2024.

The following provides an overview of the amendments to the D.C.A. that each of these pieces of legislation provided.

1.3.1 Bill 108: More Homes, More Choice Act, 2019

The Province introduced Bill 108, *More Homes, More Choice Act, 2019* which proposed changes to the D.C.A. as part of the province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The *More Homes, More Choice Act, 2019* received Royal Assent on June 6, 2019. At that time many of the amendments to the D.C.A. did not come into effect, awaiting proclamation by the Lieutenant Governor. On January 1, 2020, the following provisions were proclaimed:

- A D.C. for rental housing and institutional developments will pay the charge in six equal annual installments, with the first payment commencing on the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, that further changes related to non-profit housing have been made under the *More Homes Built Faster Act, 2022*, summarized below). Any unpaid D.C. amounts may be added to the property and collected as taxes.
- For all developments triggering a D.C. within two years of a Site Plan or Zoning By-law Amendment planning approval, the D.C. shall be determined based on the charges in effect on the date the planning application was submitted. These provisions only apply to Site Plan and Zoning By-law Amendment planning applications received on or after January 1, 2020. These amendments do not affect developments approved under other planning application types (e.g., plan of subdivision, minor variance, etc.).
- The removal of the 10% statutory deduction for soft services, i.e., services limited to a 10-year forecast period.

1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019

The *Plan to Build Ontario Together Act, 2019* provided further amendments to the D.C.A. and *Planning Act.* This Act received Royal Assent on December 10, 2019.

Proclamation resulted in the sections related to the D.C.A. (schedule 10) coming into effect on January 1, 2020. The amendments to the D.C.A. included the removal of instalment payments for commercial and industrial developments that were originally included in the *More Homes, More Choice Act, 2019*.

1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197, COVID-19 Economic Recovery Act, 2020, which provided amendments to a number of statues, including the D.C.A. and Planning Act. The COVID-19 Economic Recovery Act further revised some of the proposed changes identified in the More Homes, More Choice Act, 2019 and Plan to Build Ontario Together Act, 2019. The COVID-19 Economic Recovery Act, 2020 received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the amendments to the D.C.A.:

1.3.3.1 List of D.C. Eligible Services

The D.C.A. previously defined ineligible services for D.C.s. The amendments to the D.C.A. now defined the services that are eligible for inclusion in a D.C. by-law. The following summarizes the D.C. eligible services:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway;
- Electrical power services:
- Waste diversion services:
- Policing services;
- Fire protection services;
- Ambulance services:
- Library Services;
- Long-term care services;
- Parks and recreation services (excluding the acquisition of land for parks);
- Public health services;
- Childcare and early years services;

- Housing services (Note that as per Bill 23, housing services are no longer eligible);
- Provincial Offences Act services;
- Services related to emergency preparedness;
- Services related to airports, but only in the Regional Municipality of Waterloo;
 and
- Additional services as prescribed.

1.3.3.2 Classes of D.C. Services

Prior to the amendments, the D.C.A. allowed for categories of services to be grouped together into a minimum of two categories, i.e., 90% services and 100% services. The amendments repealed these rules and replaced them with the following provisions:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class as set out in the by-law.
- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

1.3.3.3 Statutory Exemptions

The D.C.A. provides for statutory exemptions from payment of D.C.s related to additional residential units, where the development is creating additional residential dwelling units within prescribed classes of existing residential buildings or structures. This statutory exemption has been expanded to include secondary residential dwelling units, in prescribed classes, that are ancillary to existing residential buildings. Furthermore, additional statutory exemptions are provided for the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to new dwellings. Note, that further changes related to additional residential units have been made under the *More Homes Built Faster Act*, 2022, summarized below.



1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, the *Better for People, Smarter for Business Act, 2020* received Royal Assent. One of the changes of this Act amended the *Ministry of Training, Colleges and Universities Act* by exempting the developments of land intended for use by a university that receives operating funds from the Government from the payment of D.C.s. As a result, this mandatory exemption is included in the Township's draft D.C. by-law.

1.3.5 Bill 109: More Homes for Everyone Act, 2022

On April 14, 2022, the *More Homes for Everyone Act, 2022* received Royal Assent. One of the D.C.A. amendments, and O. Reg. 438/22, prescribed additional information to be included in the annual Treasurer's Statement on D.C. reserve funds and its publication. The following additional information must be provided for each service for which a D.C. is collected for during the year:

- a) whether, as of the end of the year, the Township expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law;
- b) if the answer to a) is no, the amount the Township now expects to incur and a statement as to why this amount is expected; and
- c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

These requirements have been further amended to require that the annual Treasurer's Statement be made available to the public on the Township's website, or in the municipal office.

1.3.6 Bill 23: More Homes Built Faster Act, 2022

The *More Homes Built Fast Act, 2022*, received Royal Assent on November 28, 2022. This Act amends several pieces of legislation including the *Planning Act* and the D.C.A. The following provides a summary of the amendments to the D.C.A.:



1.3.6.1 Additional Residential Unit Exemption

The rules for these exemptions are now provided in the D.C.A., rather than the regulations and are summarized as follows:

- Exemption for residential units in existing rental residential buildings For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings
 The following developments will be exempt from a D.C.:
- A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
- A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units; and
- One residential unit in a building or structure ancillary to a detached, semidetached, or rowhouse on a parcel of urban land, if the detached, semidetached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.

1.3.6.2 Removal of Housing as an Eligible D.C. Service

Housing services is removed as an eligible service. Municipalities with by-laws that include a charge for housing services can no longer collect for this service.

1.3.6.3 New Statutory Exemptions for Affordable Units, Attainable Units, Inclusionary Zoning Units, and Non-Profit Housing developments

Affordable units, attainable units, inclusionary zoning units and non-profit housing developments are exempt from the payment of D.C.s, as follows:

- Affordable Rental Units: Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- Affordable Owned Units: Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.

- Attainable Units: Excludes affordable units and rental units; will be defined as
 prescribed development or class of development and sold to a person who is at
 "arm's length" from the seller.
 - Note: for affordable and attainable units, the Township shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.
- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.
- Non-Profit Housing: Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

1.3.6.4 Historical Level of Service extended to 15-year period instead of the historical 10-year period

Prior to Royal Assent, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

1.3.6.5 Revised Definition of Capital Costs

The definition of capital costs has been revised to remove studies. Further, the regulations to the Act will prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.

1.3.6.6 Mandatory Phase-in of a D.C.

For all D.C. by-laws passed after January 1, 2022, the charge must be phased-in annually over the first five years the by-law is in force, as follows:

- Year 1 80% of the maximum charge;
- Year 2 85% of the maximum charge;
- Year 3 90% of the maximum charge;
- Year 4 95% of the maximum charge; and
- Year 5 to expiry 100% of the maximum charge.



1.3.6.7 D.C. By-law Expiry

A D.C. by-law now expires ten years after the day it comes into force unless the by-law provides for an earlier expiry or repeal date. This extends the by-law's life from what use to be a maximum of five years.

1.3.6.8 Installment Payments

Non-profit housing development has been removed from the instalment payment section of the D.C.A. under Section 26.1, as these units are now exempt from the payment of a D.C.

1.3.6.9 Rental Housing Discount

The D.C. payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:

- Three or more bedrooms 25% reduction;
- Two bedrooms 20% reduction; and
- All other bedroom quantities 15% reduction.

1.3.6.10 Maximum Interest Rate for Instalments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications

No maximum interest rate was previously prescribed, which allowed municipalities to choose the interest rate to impose. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.3.6.11 Requirement to Allocate Funds Received

Annually, beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water services, wastewater services, and services related to a highway. Other services may be prescribed by the regulation.

1.3.7 Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023

The *Helping Homebuyers, Protecting Tenants Act* (Bill 97) received Royal Assent on June 8, 2023. This bill extends the mandatory exemption from payment of D.C.s for additional residential units in new residential buildings or in existing houses to all lands versus just urban lands.

1.3.8 Bill 134: Affordable Homes and Good Jobs Act, 2023

The exemption for affordable residential units was included in the *More Homes Built Faster Act*, 2022 (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C.s were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an "Affordable Residential Units for the Purposes of the *Development Charges Act*, 1997 Bulletin." This bulletin informs the average market rent, average purchase price, and average household income thresholds to be used in determining which developments qualify as affordable residential units. The bulletin was published by the Minister on May 1, 2024.

Bill 134 received Royal Assent on December 4, 2023, and provides for a modification to the affordable residential unit definition by:

- · Introducing an income-based test for affordable rent and purchase price; and
- Increasing the threshold for the market test of affordable rent and purchase price.

This change provides the exemption based on the lesser of the two measures. Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- The tenant and purchaser transacting the affordable unit being at arm's length;
- The intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the Township (which may be registered on title); and
- Exemptions for attainable residential units and associated rules (requiring further regulations).



The following table provides the definition of affordable residential units provided through Bill 134 (underlining added for emphasis).

Table 1-1
Definition of Affordable Residential Units

Item	Bill 134 Definition (as per D.C.A.)				
Affordable residential unit rent (subsection 4.1 (2),	The rent is no greater than the lesser of,				
para. 1)	 i. the income-based affordable rent for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the average market rent identified for the residential unit set out in the Affordable Residential Units bulletin. 				
Average market rent/rent based on income	The Minister of Municipal Affairs and Housing shall,				
(subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	 (a) determine the income of a household that, in the Minister's opinion, is at the 60th percentile of gross annual incomes for renter households in the applicable local municipality; and (b) identify the rent that, in the Minister's opinion, is equal to 30 per cent of the income of the household referred to in clause (a). 				
Affordable residential unit	The price of the residential unit is no greater than the lesser of,				
ownership (subsection 4.1 (3), para. 1)	 i. the income-based affordable purchase price for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. 90 per cent of the average purchase price identified for the residential unit set out in the Affordable Residential Units bulletin. 				
Average market purchase	The Minister of Municipal Affairs and Housing shall,				
price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	 (a) determine the income of a household that, in the Minister's opinion, is at the 60th percentile of gross annual incomes for households in the applicable local municipality; and (b) identify the purchase price that, in the Minister's opinion, would result in annual accommodation costs equal to 30 per cent of the income of the household referred to in clause (a) 				

As noted, the bulletin was release on May 1, 2024, which provides the information for the Township to measure against for determining the applicability of the exemption from the D.C. (as well as C.B.C. and Parkland requirements). The bulletin provides the following information that is specific to the Township (it is noted that the Bulletin will be updated annually):

• For Affordable Ownership Units: the cost of houses based on the average household income in the Township provides the amount to be measured against as the 90% of average purchase price is greater for all unit types, as follows:

Units	90% of Average Purchase Price	Cost of house based on average household income in the Township
Detached House	\$1,629,000	\$596,400
Semi-Detached House	\$621,000	\$596,400
Row/townhouse	\$1,053,000	\$596,400
Condominium Apartment	\$1,602,000	\$596,400

 For Affordable Rental Units: The average monthly market rent for a bachelor, 1bedroom, 2-bedroom, and for units with 3 or more bedrooms, is lower than the rent based on average household income in the Township and therefore, provides the amount to be measured against, being where monthly rent is lower than:

Units	Average Monthly Market Rent	Rent based on average household income in the Township
Bachelor unit	\$1,145	\$2,690
1-Bedroom unit	\$1,487	\$2,690
2-Bedroom unit	\$1,629	\$2,690
3 or more Bedrooms	\$1,630	\$2,690



1.3.9 Bill 185: Cutting Red Tape to Build More Homes Act, 2024

The Cutting Red Tape to Build More Homes Act, 2024 (Bill 185), was introduced on April 10, 2024, and received Royal Assent on June 6, 2024. This Act amends the D.C.A as follows:

- Reintroduces studies as an eligible cost for services, including a D.C. background study;
- Removes the mandatory phase-in of a D.C. by-law;
- Reduces the time period for the determination of a D.C. applicable to site plan
 and zoning by-law amendment applications, whereby the time period between
 the building permit issuance and planning application approval is reduced to 18
 months from two years (note, the two-year time period still applies to applications
 received and approved between January 1, 2020, and June 5, 2024);
- Permits the repeal of the date the D.C. by-law expires (allowing for the 10-year by-law term provided in the D.C.A.);
- Allows minor D.C. by-law amendments related to the inclusion of studies, removal of the mandatory phase-in of a D.C. by-law and removal of expiry date for by-laws passed between November 28, 2022, and June 6, 2024; and
- Permits municipalities to publish D.C. public notice on municipal websites where newspapers of general circulation are not available.

As Bill 185 has been enacted, this D.C. Background Study includes the cost of studies, and the other amendments made to the D.C.A. as noted above.



Chapter 2 Township of Puslinch's Current D.C. Policy



2. Township of Puslinch's Current D.C. Policy

2.1 Schedule of Charges

On July 17, 2019, the Township passed By-law 044-2019 under the D.C.A. to imposes D.C.s for residential and non-residential uses. The D.C. by-law is set to expire on September 3, 2024.

2.2 Services Covered

The following services are covered under By-law 044-2019:

- Services Related to a Highway;
- Fire Protection Services;
- · Parks and Recreation; and
- Administration Studies.

2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time of building permit issuance except those for Services Related to a Highway where, at the discretion of Council, shall be payable immediately upon entering into a subdivision agreement or consent agreement.

It is noted that the D.C. legislation has been amended since the passage of the by-law and D.C.s are now payable at the time of the first building permit issuance, except where payable at the time of a subdivision agreement, consent agreement, or as otherwise agreed upon with the Township through an early or late payment agreement.

Payments with respect to rental housing and institutional development pay their D.C.s over six (6) annual installments. Applications with respect to a site plan or zoning bylaw amendment have their D.C. determined at the rates in effect at the time of planning application if the building permit for the proposed development is issued within two (2) years or 18 months of planning application approval, as applicable per the D.C.A. These provisions of the D.C.A. override the provisions of the current by-law.



2.4 Approvals for Development

The D.C.s shall be imposed on all lands, buildings, or structures that are developed for residential or non-residential uses if the development requires:

- The passing of a zoning by-law or an amendment thereto;
- The approval of a minor variance;
- A conveyance of land to which a by-law passed under Subsection 50(7) of the Planning Act;
- The approval of a plan of subdivision;
- A consent;
- The approval under the Condominium Act, or
- The issuance of a building permit.

2.5 Indexing

The rates contained in the by-law are indexed on January 1st of each year by the percentage change recorded in the most recent Non-Residential Building Construction Price Index produced by Statistics Canada (i.e., the prescribed index).

2.6 Redevelopment Allowance

Where, as a result of the redevelopment of land, a building or structure is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, within 60 months prior to the date of payment of D.C.s, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under section 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development



charges under section 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

2.7 Exemptions

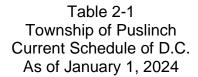
The following non-statutory exemptions are provided under By-law 044-2019:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home occupation;
- Non-residential farm buildings used for agricultural purposes; and
- Institutional use.

It is noted that statutory exemptions resulting from D.C.A. amendments as noted in Chapter 1, must also be witness by the Township even though they may not be currently reflected in the existing by-law.

2.8 Current Development Charges

The Township's current D.C.s for residential and non-residential development are shown in Table 2-1, as per By-law 044-2019.



Service	Single & Semi Detached	Multiples	Apartments with >= 2 Bedrooms	•	Non-Residential (per sq.ft.)
Services Related to a Highway	4,119	3,081	2,239	1,903	1.43
Fire Protection Services	2,003	1,498	1,089	926	0.68
Parks and Recreation Services	969	725	528	448	0.06
Administration - Studies	478	358	260	221	0.16
Total	\$7,569	\$5,662	\$4,116	\$3,498	\$2.33



Chapter 3 Anticipated Development in the Township of Puslinch



3. Anticipated Development in the Township of Puslinch

3.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township will be required to provide services over a 10-year (mid-2024 to mid-2034) time horizon.

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of subsection 5 (1) of the D.C.A. that "the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated."

3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The D.C. growth forecast has been derived by Watson. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Township over the forecast period, including:

- County of Wellington Comprehensive Review Addendum Report, January 31, 2022, by Watson & Associates Economists Ltd.;
- Township of Puslinch 2019 Development Charges Background Study, May 17, 2019, by Watson & Associates Economists Ltd.;
- 2011, 2016 and 2021 population, household, and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Township staff; and
- Discussions with Township staff regarding anticipated residential and nonresidential development in the Township of Puslinch.

3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and Schedule 1 in Appendix A.

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Township of Puslinch (excluding census undercount) is anticipated to reach approximately 9,170 by mid-2034 resulting in an increase of approximately 960 persons.¹

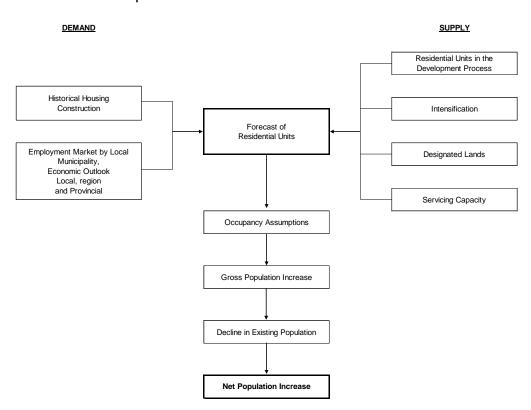


Figure 3-1
Population and Household Forecast Model

¹ The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 4.3%. Population figures presented herein have been rounded

Table 3-1 Township of Puslinch Residential Growth Forecast Summary

			Exclud	Excluding Census Undercount		Housing Units						
Year		Population (Including Census Undercount) ^[1]	Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	Person Per Unit (P.P.U.): Total Population/ Total Households
a a	Mid 2011	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
Historical	Mid 2016	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	Mid 2021	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	Mid 2024	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
Fore	Mid 2034	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
	Mid 2011 - Mid 2016	320	307	-53	360	397	20	-11	-245	161	-48	
Incremental	Mid 2016 - Mid 2021	640	608	-7	615	135	-5	70	-50	150	-7	
Increr	Mid 2021 - Mid 2024	270	259	1	258	93	0	0	0	93	1	
	Mid 2024 - Mid 2034	1,000	962	3	959	324	0	26	0	350	3	

^[1] Population includes the Census undercount estimated at approximately 4.3% and has been rounded.

Notes:

Numbers may not add due to rounding.

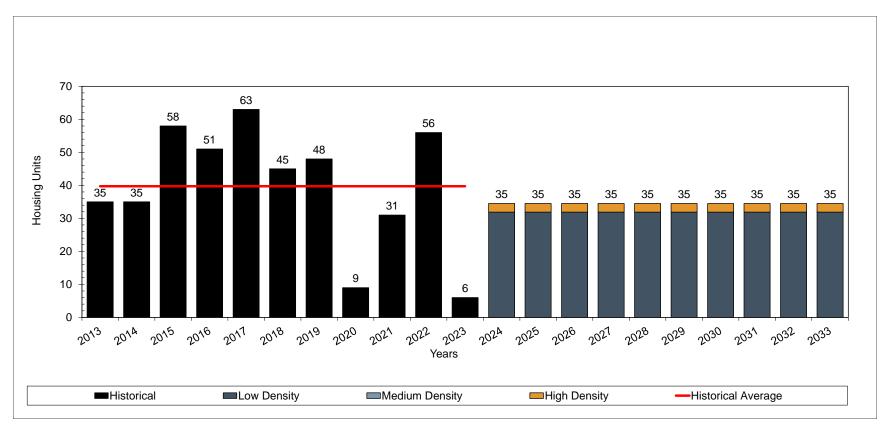
Source: Watson & Associates Economists Ltd.

^[2] Includes townhouses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.



Figure 3-2 Township of Puslinch Annual Housing Forecast¹



¹ Growth forecast represents calendar year. Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 to 2023), by Watson & Associates Economists Ltd.

Provided below is a summary of the key assumptions and findings regarding the Township's D.C. growth forecast:

- Unit Mix (Appendix A Schedules 1 and 4):
 - The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 4), as well as active residential development applications, and discussions with Township staff regarding anticipated development trends for the Township.
 - Based on the above indicators, the mid-2024 to mid-2034 household growth forecast for the Township is comprised of a unit mix of 93% low density units (single detached and semi-detached) and 7% high density (bachelor, 1 bedroom and 2-bedroom apartments).

Planning Period:

- Short-term and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the Township has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.
- Population in New Housing Units (Appendix A Schedules 2 and 3):
 - The number of housing units to be constructed by 2034 in the Township of Puslinch over the forecast period is presented in Table 3-1. Over the 2024 to 2034 forecast period, the Township is anticipated to average approximately 35 new housing units per year.
 - Institutional population¹ is anticipated to increase marginally by approximately
 3 people between mid-2024 to mid-2034.
 - Population in new units is derived from Schedules 3 and 4 which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
 - Schedule 5a, Appendix A, summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Township. Due to data limitations medium and high density P.P.U. data was derived from the County of Wellington which includes the Township of Puslinch and is outlined in Schedule 5b. The total

¹ Institutional population largely includes special care facilities such as long-term home or residences for senior citizens, group homes, hospices, etc. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in these types of collective households.

calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which have been recently experienced in both new and older units. Forecasted 15-year average P.P.U.s by dwelling type are as follows:

Low density: 3.089Medium density: 2.431High density: 1.718

- Existing Units and Population Change (Appendix A Schedules 2 and 3):
 - Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 2).
 - The change in average occupancy levels for existing housing units is calculated in Schedules 2 and 3¹. The forecast population change in existing households over the mid-2024 to mid-2034 forecast period is forecast to decline by approximately 90.
- Employment (Appendix A Schedules 7a, 7b and 8):
 - The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
 - Mid-2016 employment data ^{2, 3} (place of work) for the Township is outlined in Schedule 7a. The 2016 employment base is comprised of the following sectors:
 - 110 primary (2%);
 - 515 work at home employment (11%);

¹ Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

² Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.
³ 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd

- 2,513 industrial (53%);
- 1,388 commercial/population-related (29%); and
- 205 institutional (4%).
- The mid-2016 employment by usual place of work, including work at home, is 4,730. An additional 880 employees have been identified for the Township in mid-2016 that have no fixed place of work (N.F.P.O.W.).¹
- Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 7,410 by mid-2034. This represents an employment increase of approximately 740 for the 10-year forecast period.
- Schedule 7b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Township (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 5,460 by mid-2034. This represents an employment increase of 510 for the 10-year forecast period.
- Non-Residential Sq.ft. Estimates (G.F.A.), (Appendix A Schedule 7b):
 - Square footage estimates were calculated in Schedule 7b based on the following employee density assumptions:
 - 3,000 sq.ft. per employee for primary;
 - 1,400 sq.ft. per employee for industrial;
 - 510 sq.ft. per employee for commercial/population-related; and
 - 700 sq.ft. per employee for institutional employment.

¹ No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

- The Township-wide incremental G.F.A. is anticipated to increase by approximately 585,500 sq.ft. over the 10-year forecast period.
- In terms of percentage growth, the mid-2024 to mid-2034 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary 3%
 - Industrial 82%;
 - Commercial/population-related 12%; and
 - Institutional 3%.



Chapter 4 The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

This chapter addresses the requirements of subsection 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

Table 4-1 lists the full range of municipal services that are provided within municipalities and indicates the D.C. eligible service components included in the D.C. background study for the Township.

A number of these services are not included in the list of eligible services provided in subsection 2 (4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as "ineligible" on Table 4-1B (as per the legend in Table 4-1A). Two ineligible costs defined in subsection 5 (3) of the D.C.A. are "computer equipment" and "rolling stock with an estimated useful life of (less than) seven years." In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services that are potentially eligible for inclusion in the Township's D.C. are indicated with a "Yes."

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of "the increase in the need for service attributable to the anticipated development," for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that Municipal Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.

Figure 4-1
The Process of Calculating a Development Charge under the Act that must be followed

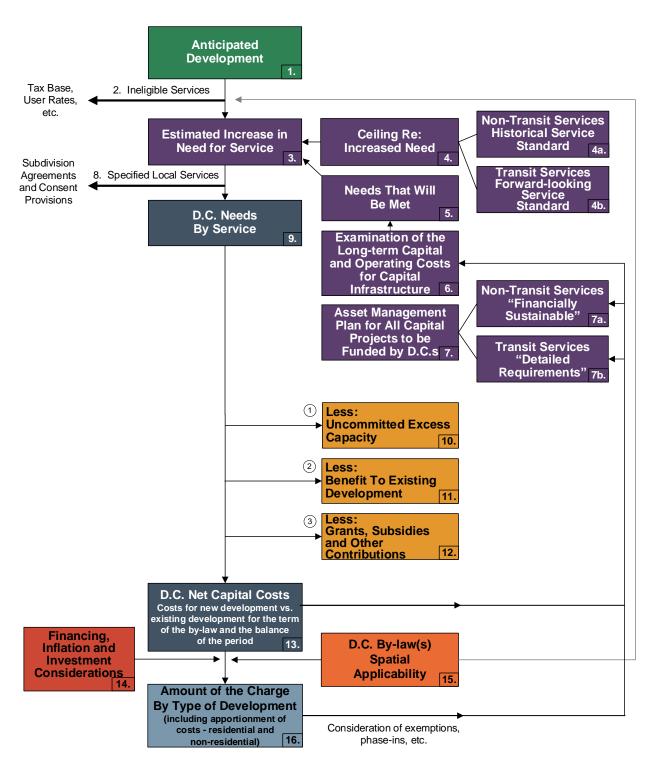




Table 4-1A
Categories of Township Services to be Addressed as Part of the Calculation – Eligibility Legend

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Township provides the service – service has been included in the D.C. calculation.
No	Township provides the service – service has not been included in the D.C. calculation.
n/a	Township does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.

Table 4-1B
Categories of Municipal Services to be Addressed as Part of the Calculation

	Categories of Township Services	Inclusion in the D.C. Calculation		Service Components
		n/a	1.1	1 ' 113'
1.	Water supply services,			and Storage Facilities
	including distribution and	n/a	1.2	- · · · · · - · · · ·
	treatment services	Ineligible	1.3	Local systems
		n/a	1.4	Vehicles and equipment ¹
2.	Wastewater services,	n/a	2.1	Treatment plants
۷.	including sewers and	n/a	2.2	0
	treatment services	Ineligible	2.3	Local systems
		n/a	2.4	Vehicles and equipment ¹
		No	3.1	Main channels and drainage
3.	Stormwater Drainage and			trunks
	Control Services	No	3.2	Channel connections
		No	3.3	Retention/detention ponds
		Yes	4.1	Arterial roads
	Services Related to a Highway	Yes	4.2	Bridges and Culverts
		No	4.3	Local municipal roads
4.		Yes	4.4	Traffic signals
		Yes	4.5	Sidewalks and streetlights
		Yes	4.6	Active Transportation
		Yes	4.7	Works Yard
		Yes	4.8	Rolling stock ¹

¹ with a 7+ year useful life



(Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
		n/a	5.1 Electrical substations
5.	Electrical Power Services	n/a	5.2 Electrical distribution system
		n/a	5.3 Electrical system rolling stock ¹
6.	Transit Services	n/a	6.1 Transit vehicles ¹ & facilities
	Trailer Collines	n/a	6.2 Other transit infrastructure
_		n/a	7.1 Waste diversion facilities
7.	Waste Diversion Services	n/a	7.2 Waste diversion vehicles and equipment ¹
		n/a	8.1 Police detachments
8.	Policing Services	n/a	8.2 Police rolling stock ¹
		n/a	8.3 Small equipment and gear
	Fire Protection Services	Yes	9.1 Fire stations
9.		Yes	9.2 Fire Vehicles ¹
		Yes	9.3 Fire Equipment and gear
10	Ambulance Services	n/a	10.1 Ambulance station space
10.		n/a	10.2 Vehicles ¹
11	Services provided by a	n/a	11.1 Public library space (incl.
	board within the meaning	_	furniture and equipment)
	of the <i>Public Libraries Act</i>	n/a	11.2 Library vehicles ¹
		n/a	11.3 Library materials
12.	Services Related to Long-	n/a	12.1 Long-Term Care space
	Term Care	n/a	12.2 Vehicles ¹
	Parks and Recreation	Ineligible	13.1 Acquisition of land for parks, woodlots, and E.S.A.s
		Yes	13.2 Development of municipal parks
12		Yes	13.3 Parks rolling stock ¹ and yards
13.		Yes	13.4 Facilities, such as arenas, indoor
	Services		pools, fitness facilities,
			community centres, etc.
		Yes	13.5 Recreation vehicles and
			equipment ¹
4.4	Complete Deleted to Division	n/a	14.1 Public Health department space
14.	Services Related to Public Health	n/a	14.2 Public Health department
			vehicles ¹

¹ with a 7+ year useful life



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the Child Care and Early Years Act, 2014 and any related services.	n/a n/a	15.1 Childcare space 15.2 Vehicles ¹¹
16. Services related to proceedings under the Provincial Offences Act, including by-law enforcement services and municipally administered court services	Yes Yes	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles ¹
17. Services Related to Emergency Preparedness	n/a n/a	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	Ineligible Ineligible	18.1 Airports 18.2 Other Airports
20. Other	Yes Yes	20.1 Interest on money borrowed to pay for growth-related capital 20.2 Studies in connection with eligible services, including the D.C. background study cost.

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Township's Local Service Policy is included in Appendix E.

¹ With a 7+ year useful life

4.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that "the capital costs necessary to provide the increased services must be estimated." The Act goes on to require two potential cost reductions and the regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a. costs to acquire land or an interest therein (including a leasehold interest);
- b. costs to improve land;
- c. costs to acquire, lease, construct or improve buildings and structures;
- d. costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference, or information purposes;
- e. interest on money borrowed to pay for the above-referenced costs; and
- f. costs to undertake studies in connection with the above-referenced matters (include costs of the D.C. background study).

In order for an increase in need for service to be included in the D.C. calculation, Municipal Council must indicate "that it intends to ensure that such an increase in need will be met" (subsection 5 (1) 3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast, or similar expression of the intention of Council (O. Reg. 82/98 section 3). The capital program contained herein reflects the Township's approved capital forecast, and master servicing/needs studies.

4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out "the estimated value of credits that are being carried forward relating to the service." Subsection 17, paragraph 4, of the same regulation indicates that, "...the value of the credit cannot be recovered from future D.C.s," if the credit pertains to an

ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

Currently, there are no outstanding credits to be included in the D.C. calculations.

4.7 Class of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible services. With respect to growth-related studies, section 7(3) of the D.C.A. states that:

"For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2 (4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3)".

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. As of June 6, 2024, Bill 185 has received Royal Assent, thereby the growth-related studies have been provided as a class of service for purposes of calculating the D.C.s.

4.8 Existing Reserve Funds

Section 35 of the D.C.A. states that:

"The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1)."

There is no explicit requirement under the D.C.A. calculation method set out in s. 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in future.

For services that are subject to a per-capita-based, service level "cap," the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e., the needs of recent growth). This

cost component is distinct from the development-related costs for the next 10-year period, which underlie the D.C. calculation herein.

The alternative would involve the Township spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Township will use these reserve funds for the Township's cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development which contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township's D.C. reserve fund balance by service as of December 31, 2023, is provided in Table 4-2. These balances have been considered in the D.C. calculations:

Table 4-2
Township of Puslinch
Projected Development Charge Reserve Fund Balances
As of December 31, 2023

Services/Class of Services	Totals
Services Related to a Highway	\$1,341,563
Fire Protection Services	\$1,249,341
Parks and Recreation Services	\$15,776
Growth-Related Studies	\$159,952
Total	\$2,766,632

4.9 Deductions

The D.C.A. potentially requires that four deductions be made to the increase in the need for service. These relate to:

- the historical level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and
- anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

4.9.1 Reduction Require by Historical Level of Service Ceiling

This is designed to ensure that the increase in need included in section 4.3 does "not include an increase that would result in the level of service [for the additional development increment] exceeding the average historical level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study" (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that "both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service."

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area, or road length per capita and a quality measure, in terms of the average cost of providing such units based on replacement costs, engineering standards, or recognized performance measurement systems, depending on circumstances. When the quantity and quality factors are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e., cost per unit.

The average historical service level calculation sheets for each service component in the D.C. calculation are set out in Appendix B.

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Municipality's "excess capacity," other than excess capacity which is "committed."

"Excess capacity" is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, (e.g., if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance).



4.9.3 Reduction for Benefit to Existing Development

Section 5 (1) 6 of the D.C.A. provides that, "The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development." The general guidelines used to consider benefit to existing development included:

- the repair or unexpanded replacement of existing assets that are in need of repair;
- an increase in average service level of quantity or quality;
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 4.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Municipal-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and

generally results in only a limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

4.10 Municipal-wide vs. Area-Specific

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an areaspecific basis. Under the amended D.C.A., it is now mandatory to "consider" area-rating of services (providing charges for specific areas and services); however, it is not mandatory to implement area rating.

The calculated D.C.s herein are based on a Township-wide basis for all services/class of service.

4.11 Allocation by Type of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.

4.12 Asset Management

The legislation now requires that a D.C. background study must include an asset management plan (subsection 10 (2) c.2). The asset management plan (A.M.P.) must

deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches, and policies on asset management planning. This examination has been included in Appendix F.



Chapter 5 D.C. Eligible Cost Analysis by Service



D.C. Eligible Cost Analysis by Service and Class of Service

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis for the defined service areas. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A., and described in Chapter 4, was followed in determining D.C. eligible costs.

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which "caps" the D.C. amounts; and
- The infrastructure cost calculation, which determines the potential D.C. recoverable cost.

The nature of the capital projects and timing identified in the Chapter reflect Council's current intention. Over time, however, Township projects and Council priorities may change; accordingly, Council's intentions may be altered, and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

5.2 Service Levels and 10-Year Capital Costs for Municipalwide D.C. Services and Class of Services Calculation

This section evaluates the development-related capital requirements for Township services under a 10-year planning period.

5.2.1 Services Related to a Highway

The Township's inventory of roadways is measured in kilometres (km). In total, the Township currently maintains 180.56 km of D.C. eligible roads, excluding local roads. Additionally, the Township maintains a total of 7 bridges and 15 culverts, 51 streetlights and poles, and 3.50 km of sidewalks, along the D.C. eligible roads. Further, 7,995 sq.ft. of roads operations facility space is owned and used by the Township for Services

Related to a Highway, along with 24 vehicles and equipment items to service the road network.

The total inventory of assets over the past 15-years results in an invested level of service of \$13,272 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$12.77 million is applicable.

Table 5-1 provides the 10-year capital program for Services Related to a Highway. The capital program includes roads resurfacing, upgrade, and expansion projects, bridge and culvert upgrades, and provisions for traffic calming measures, as well as a provision for additional fleet to maintain the expanded infrastructure to service growth. The total gross capital cost of the program is approximately \$19.43 million over the 10-year forecast period. Deductions related to the costs which benefit the existing development have been applied in the amount of approximately \$16.65 million. Additionally, approximately \$1.34 million in existing D.C. reserve fund proceeds have been deducted from the forecast D.C. recoverable capital needs, reflecting funding already available to meet the growth-related needs.

As a result, the total D.C. recoverable cost of approximately \$1.44 million has been included in the calculation of the charge, of which \$937,163 (65%) and \$504,626 (35%) has been attributed to residential and non-residential developments, respectfully. These attributions are based on the incremental growth anticipated in population and employment over the 10-year forecast period.

5.2.2 Parks and Recreation Services

The Township provides a variety of parks and recreation-related assets to service the community. Currently, the Township has 49.1 acres of parkland within its jurisdiction consisting of various sized parks. The Township also maintains 18 parkland amenities within the boundaries of the parks, such as baseball fields, soccer fields, playgrounds, tennis courts, and basketball courts, etc. In addition, there are approximately 1,120 linear metres of paths and trails throughout the Township. Further, there are multiple facilities that parks, and recreation is serviced from, including community centres, parks operations & storage buildings, and office space for parks and recreation staff. These facilities provide a total of 36,978 sq.ft. of space. Finally, the parks and recreation services are maintained with 9 vehicles and equipment assets. The total inventory of assets related to Parks and Recreation Services over the past 15-years results in an

invested level of service of \$2,383 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$2.29 million is applicable.

Over the 10-year forecast period the Township will continue implementing the recommendations from the Parks and Recreation Master Plan. The Township has also identified provisions for an additional lawn mower, facility space, and new parkland development as part of its parks and recreation services capital program.

Table 5-2 provides the associated 10-year capital program anticipated for Parks and Recreation Services. The capital program identifies a total gross capital cost of approximately \$1.58 million. A deduction related to the portion of costs that benefit the existing development has been made in the amount of \$407,600, as well as \$102,200 being deducted for the growth-related portion of anticipated third-party funding towards these projects. Finally, a deduction of \$15,776 has been made to recognize the balance in the existing D.C. reserve fund. As a result, approximately \$1.06 has been included in the calculation of the charge.

As the predominant users of Parks and Recreation Services tend to be residents of the Township, the forecast D.C. recoverable costs have been allocated 95% to future residential development and 5% to future non-residential development. Therefore, approximately \$1.0 million, and \$52,761 has been allocated to residential and non-residential developments, respectively.

5.2.3 Provincial Offences Act, including By-law Enforcement

The Township provides facility space for by-law enforcement of 122 sq.ft. In addition, the Township provides a vehicle and equipment items for the by-law enforcement officer. As such, the Township's level of service over the past 15-years equates to \$3.53 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of \$3,396 may be included in the D.C. calculation.

Table 5-3 provides the capital program related to Provincial Offences Act, including By-law Enforcement. It includes the need to provide additional facility space and equipment to expand the by-law enforcement service for the anticipated growth within the Township. Therefore, a provision of \$3,300 related to growth has been included in the calculated charge. These costs have been allocated to residential development in the amount of \$2,145 (65%) and non-residential development in the amount of \$1,155

(35%). The allocations have been made on based on the relationship of incremental population and employment growth anticipated over the 10-year forecast period.

5.2.4 Fire Protection Services

The Township currently provides Fire Protection Services to its community from 8,460 sq.ft. of facility space. In addition, the Fire Protection Services are provided utilizing 7 fire vehicles and 246 items related to small equipment and gear to its community.

The total inventory of assets over the past 15-years results in an invested level of service of \$1,906 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$1.83 million is applicable.

The 10-year capital program for Fire Protection Services is provided in Table 5-4. The capital program included a total gross capital cost of approximately \$5.39 million over the 10-year forecast period. The capital program includes provisions for additional facility space and equipment, as well as the replacement and expansion of an aerial and pumper, to service growth. Deductions related to the costs that benefit the existing development of approximately \$3.28 million have been made. Additionally, a deduction of approximately \$1.25 million has been made to recognize the balance in the existing D.C. reserve fund.

As a result of these deductions, the D.C. recoverable cost of \$863,159 has been apportioned to residential and non-residential development. The residential development cost share totals \$561,053 (65%) and non-residential development cost share totals \$302,106 (35%). The allocation of D.C. recoverable costs by type of development is based on the incremental population and employment growth over the period.

5.2.5 Growth-Related Studies (Class of Services)

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible services. With respect to growth-related studies, Section 7 (3) of the D.C.A. states that:

"For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2

(4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3)".

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and draft by-law provided herein include a class for growth-related studies. This class is comprised of the following municipal-wide services:

- Services Related to a Highway;
- Fire Protection Services:
- Provincial Offences Act, including By-law Enforcement; and
- Parks and Recreation Services.

The following provides a list of the studies that have been identified for the 10-year forecast period:

- Development Charge Studies;
- Master Fire Plan;
- Community Risk Assessment for Fire Protection Services;
- Regionally Significant Economic Development Studies;
- Development Standards Guidelines;
- Recreation & Parks Master Plan;
- Community Based Strategic Plan;
- Asset Management Plans and Policy Updates;
- Conservation and Demand Management Plan;
- Development of a Township Official Plan;
- Building Condition Assessment Studies;
- Zoning By-law Update;
- Transportation Master Plan
- Traffic Count Study;
- Road Condition Index Update Studies
- Comprehensive Speed Limit Review Study; and
- Comprehensive By-law Enforcement Legislative Reviews.

The list of growth-related studies, as provided in Table 5-5, has an estimated gross capital cost of approximately \$1.14 million. Deductions related to non-D.C. eligible services of \$60,400, benefit to existing development of \$467,172, anticipated grant

funding of \$75,000, and the balance in the existing D.C. reserve fund of \$159,952, have been made. Therefore, the net D.C. recoverable cost of \$375,477 has been included for calculation purposes. Table 5-5 provides the summary of the class of service for growth-related studies.

For planning related studies, a deduction of 10% of the growth-related costs have been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. Planning related studies and future D.C. background studies have been allocated to the services in the following manner:

- Services Related to a Highway 42.90%
- Fire Protection Services 25.66%
- Provincial Offences Act, including By-law Enforcement 0.07%
- Parks and Recreation Services 31.37%

The allocation of the net growth-related costs between residential and non-residential development is based on the residential and non-residential allocations for each service area and are presented in Table 5-6 below (i.e. 76% residential and 24% non-residential).

Table 5-6
Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies –
Residential/Non-Residential Shares

Services	Total	Residential Share	Non- Residential Share
Services Related to a Highway	120,026	96,691	23,335
Fire Protection Services	113,554	67,004	46,550
Parks and Recreation Services	108,814	98,998	9,816
Provincial Offences Act including By-Law Enforcement	33,082	23,965	9,117
Total	\$375,477	\$286,658	\$88,819
Growth Studies Class of Services Residential/Non-			
Residential %		76%	24%

Table 5-1 Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For Services Related to a Highway

								Less:	Potentia	D.C. Recove	rable Cost
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non- Residential Share 35%
	Roads										
1	Concession 2: Side Road 20 South to Sideroad 25 South (Truck Route)	2026	933,000	-	-	933,000	806,100	-	126,900	82,485	44,415
2	Concession 2/2A: Sideroad 25 South to Concession 2	2026	291,000	-	-	291,000	251,400	-	39,600	25,740	13,860
3	Traffic Calming - Streetscaping Morriston - Phase 2	2028	146,500	-	-	146,500	126,600	-	19,900	12,935	6,965
4	Concession 1: Sideroad 10 South to County Road 35	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
5	Winer Road: McLean Road to Nicholas Beaver Road	2025	524,400	-	-	524,400	453,100	-	71,300	46,345	24,955
6	Mason Road: Concession 7 to End	2025	65,000	-	-	65,000	56,200	-	8,800	5,720	3,080
7	Maple Leaf Lane: County Road 46 to End	2024	104,966	-	-	104,966	90,700	-	14,266	9,273	4,993
8	Concession 4: Sideroad 20 North to Curve in Road	2029	131,000	-	-	131,000	113,200	-	17,800	11,570	6,230
9	Watson Road South: Hume Road to Maltby Road East and Watson Road South: County Road 37 (Arkell Road) to Hume Road	2024	756,036	-	-	756,036	653,200	-	102,836	66,843	35,993
10	Gore Road - Valens Road to Concession 7	2024	659,150	-	-	659,150	569,500	-	89,650	58,273	31,378
11	Victoria Street And Church Street: Calfass Road to Queen Street (Highway 6)	2030	129,000	-	-	129,000	111,500	-	17,500	11,375	6,125
12	Leslie Road West: Victoria Road South to Watson Road South	2025	587,000	-	-	587,000	507,200	-	79,800	51,870	27,930
13	Sideroad 20 North: Concession 4 to Forestell Road	2029	325,000	-	-	325,000	280,800	-	44,200	28,730	15,470
14	Concession 4 - County Road 35 to Sideroad 20 North	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
15	Concession 1: Leslie Road West to Highway 6	2025	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
16	Concession 1/Leslie Rd W: Concession 7 to Highway 6	2025	684,000	-	-	684,000	591,000	-	93,000	60,450	32,550
17	Puslinch-Flamborough Townline: Leslie Road West to Township Limits	2025	88,000	-	-	88,000	76,000	-	12,000	7,800	4,200
18	Nicholas Beaver Road: Winer Road to Brock Road South	2025	436,000	-	-	436,000	376,700	-	59,300	38,545	20,755
19	Concession 2: Sideroad 10 South to County Road 35	2026	601,000	-	-	601,000	519,300	-	81,700	53,105	28,595
20	Concession 2 - Country Road 35 to Sideroad 25 South	2026	610,000	-	-	610,000	527,000	-	83,000	53,950	29,050
21	Concession 2A: Concession 2 to Concession 7	2026	108,000	-	-	108,000	93,300	-	14,700	9,555	5,145
22	Concession 2 Culvert	2026	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
23	Leslie Road West Culvert	2027	110,000	-	-	110,000	95,000	-	15,000	9,750	5,250
24	Victoria Road South: County Road 34 to Maltby Road East	2027	944,000	-	-	944,000	815,600	-	128,400	83,460	44,940
25	Cooks Bridge	2027	750,000	-	-	750,000	648,000	-	102,000	66,300	35,700
26	Cooks Mill Road: Bridge to County Road 41	2027	128,000	-	-	128,000	110,600	-	17,400	11,310	6,090
27	Roadside Safety Allowances - Bridges and Culverts	2028	204,000	-	-	204,000	176,300	-	27,700	18,005	9,695
28	Gore Road: County Road 35 to Foreman Road	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
29	Gore Road: Concession 7 to Lennon Road	2028	280,000	-	-	280,000	241,900	-	38,100	24,765	13,335

Table 5-1 (Cont'd) Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For Services Related to a Highway

			0					Less:	Potentia	D.C. Recove	rable Cost
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non- Residential Share 35%
30	Concession 1 Culvert	2029	20,000	-	-	20,000	17,300	-	2,700	1,755	945
31	Sideroad 20 North: County Road 34 to Concession 4	2029	605,000	-	-	605,000	522,700	-	82,300	53,495	28,805
32	Concession 1: Townline Road to Transition	2029	370,000	-	-	370,000	319,700	-	50,300	32,695	17,605
33	Concession 1: Transition to Transition	2029	615,000	-	-	615,000	531,400	-	83,600	54,340	29,260
34	Concession 1: Transition to Sideroad 10 South	2029	219,000	-	-	219,000	189,200	-	29,800	19,370	10,430
35	Sideroad 10 North - Forestell Road to Laird Road West	2030	302,000	-	-	302,000	260,900	-	41,100	26,715	14,385
36	Laird Road West - End to Country Road 32	2030	125,000	-	-	125,000	108,000	-	17,000	11,050	5,950
37	Old Brock Road: Cockburn Street to End	2030	34,000	-	-	34,000	29,400	-	4,600	2,990	1,610
38	Ellis Road: County Road 32 to 6725 Ellis Road	2030	544,000	-	-	544,000	470,000	-	74,000	48,100	25,900
39	Gilmour Road: County Road 46 (Brock Road) to Subdivision Entrance	2031	73,000	-	-	73,000	63,100	-	9,900	6,435	3,465
40	Smith Road - Concession 7 to County Road 34	2031	97,000	-	-	97,000	83,800	-	13,200	8,580	4,620
41	Back Street - Main Street to Badenoch Street East	2031	101,000	-	-	101,000	87,300	-	13,700	8,905	4,795
42	Hume Road - Nassagaweya-Puslinch Townline to Watson Road South	2031	683,000	-	-	683,000	590,100	-	92,900	60,385	32,515
43	Beiber Road - Nicholas Beaver Road to private property	2032	78,000	-	-	78,000	67,400	-	10,600	6,890	3,710
44	Main Street - Badenoch Street East to Morriston Ball Park	2032	75,000	-	-	75,000	64,800	-	10,200	6,630	3,570
45	Watson Road South - bridge to bridge	2032	211,000	-	-	211,000	182,300	-	28,700	18,655	10,045
46	Victoria Road South: Leslie Road West to County Road 36	2033	650,000	-	-	650,000	561,600	-	88,400	57,460	30,940
47	Provision for Upgrading Gravel Roads to Paved Roads	2025-2026	1,586,000	-	-	1,586,000	1,370,300	-	215,700	140,205	75,495
48	Provision for Traffic Calming Measures	2024-2033	150,000	-	-	150,000	75,000	-	75,000	48,750	26,250
	Bridges and Culverts										
49	Victoria Road Culvert Over Galt Creek	2033	170,000	-	-	170,000	146,900	-	23,100	15,015	8,085
50	Victoria Road Culvert North of Leslie	2033	200,000	-	-	200,000	172,800	-	27,200	17,680	9,520
51	Ellis Road Culvert Over Puslinch Lake Irish Creek	2030	700,000	-	-	700,000	604,800		95,200	61,880	33,320
	Roads & Related Vehicles										
52	Provision for Additional Growth-Related Fleet	2024-2033	100,000	-	-	100,000	-	-	100,000	65,000	35,000
53	Reserve Fund Adjustment						1,341,563		(1,341,563)	(872,016)	(469,547)
	Total		19,429,052	-	-	19,429,052	17,987,263		1,441,789	937,163	504,626

Table 5-2 Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For Parks and Recreation Services

			Cross					Less:	Potential	D.C. Recovera	able Cost
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non- Residential Share 5%
1	Community Centre Complex: Tennis Court Paving (Phase 1 of Parks Master Plan)	2024	292,000	-	-	292,000	234,500	31,400	26,100	24,795	1,305
2	Provision for additional Lawn Tractor	2025	55,000	-	-	55,000	-	-	55,000	52,250	2,750
3	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	2024	417,000	-	1	417,000	173,100	70,800	173,100	164,445	8,655
4	Puslinch Lake Access: Bench, Gravel Path, & signage	2024	7,700	-	-	7,700	-	-	7,700	7,315	385
5	Puslinch Minor Baseball Club Fencing at Old Morriston & Morriston Meadows	2024	9,100	-		9,100	-	-	9,100	8,645	455
6	Provision for Additional Facility Space	2024-2033	100,000	-	,	100,000		-	100,000	95,000	5,000
7	Provision for Developing new Parks related to Subdivisions	2024-2033	700,000	-		700,000	-	-	700,000	665,000	35,000
8	Reserve Fund Adjustment		-	-	-	-	15,776		(15,776)	(14,987)	(789)
	Total		1,580,800	-	-	1,580,800	423,376	102,200	1,055,224	1,002,463	52,761

Table 5-3 Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For P.O.A., including By-law Enforcement

			Gross					Less:	Potential D.C. Recoverable Cost		
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non- Residential Share 35%
1	Provision for Additional Facility Space and By-law Enforcement Equipment	2024-2033	3,300	-	-	3,300	-	-	3,300	2,145	1,155
	Total		3,300	-	-	3,300	-	-	3,300	2,145	1,155

Table 5-4 Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For Fire Protection Services

			Gross				Less:	Potentia	I D.C. Recove	erable Cost
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non- Residential Share 35%
1	Provision for Additional Facility Space	2024-2025	1,700,000	-	1,700,000	425,000	- Development	1,275,000	828,750	446,250
2	Provision for Additional Light Duty Service Vehicle	2025-2029	75,000	-	75,000	-	-	75,000	48,750	26,250
3	Provision for Replacement and Expansion of the Aerial Vehicle with a larger vehicle	2028-2033	2,500,000	-	2,500,000	2,000,000	-	500,000	325,000	175,000
4	Wild Land Firefighting Equipment	2024	12,500	-	12,500	-	-	12,500	8,125	4,375
5	Pumper 31 Replacement and Expand for additional water capacity	2025	1,100,000	-	1,100,000	850,000	-	250,000	162,500	87,500
6	Reserve Fund Adjustment		-	-	•	1,249,341	-	(1,249,341)	(812,072)	(437,269)
	Total		5,387,500	-	5,387,500	4,524,341	-	863,159	561,053	302,106



Table 5-5 Township of Puslinch Infrastructure Costs Included in the Development Charge Calculation For Growth-Related Studies Class of Services

										Less:	Potential I	D.C. Recovera	able Cost
Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Service to Which Project Relates	Total 2024	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
1	Development Charges Study	2024	All Services		24,000		-	24,000			24,000	17,857	6,143
2	Development Charges Study	2033	All Services		30,000	-	-	30,000	-	-	30,000	22,323	7,677
3	Community Based Strategic Plan	2027	All Services		30,000	-	3,000	27,000	1,001	25,000	999	741	258
4	Regionally Significant Economic Development Study Area Phase 1 (Employment Lands)	2024	All Services		100,000	-	10,000	90,000	-	25,000	65,000	48,367	16,633
5	Regionally Significant Economic Development Study Area Phase 2 (Residential)	2025	All Services		60,000	-	6,000	54,000	-	25,000	29,000	21,579	7,421
6	Asset Management Plan and Policy Updates	2024	All Services		67,000	-	6,700	60,300	53,976		6,324	4,706	1,618
7	Asset Management Plan and Policy Updates	2029	All Services		67,000	-	6,700	60,300	53,976	-	6,324	4,706	1,618
8	Conservation and Demand Management Plan	2024	All Services		7,500	-	750	6,750	6,042	-	708	527	181
9	Conservation and Demand Management Plan	2029	All Services		7,500	-	750	6,750	6,042	-	708	527	181
10	Provision for the development of a Township Official Plan	2026-2027	All Services		200,000	-	20,000	180,000	45,001	-	134,999	100,455	34,544
11	Zoning By-law Update	2026-2027	All Services		35,001	-	3,500	31,501	7,876	-	23,625	17,579	6,046
12	Development Standards Guidelines	2024	All Services		30,000	-	3,000	27,000	-	-	27,000	20,091	6,909
13	Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr	2024-2025	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
14	Taffic Count Study	2028	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
15	Taffic Count Study	2033	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
16	Roads Condition Index Updates	2028	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
17	Roads Condition Index Updates	2033	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
18	Transportation Master Plan	2033	Services Related to a Highway		50,000	-	-	50,000	20,000	-	30,000	19,500	10,500
19	Master Fire Plan	2025-2026	Fire Protection Services		60,000	-	-	60,000	24,000	-	36,000	23,400	12,600
20	Commuity Risk Assessment	2024	Fire Protection Services		25.000	-	-	25.000	10.000		15,000	9.750	5,250
21	Recreation & Parks Master Plan	2025-2026	Parks and Recreation Services		50,000	-	-	50,000	20,000		30,000	28,500	1,500
22	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment - Optimist Recreation Centre and Puslinch Community Centre	2024	Parks and Recreation Services		10,000	-	-	10,000	8,951	-	1,049	997	52
23	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment (STUDY) - Optimist Recreation Centre and Puslinch Community Centre	2029	Parks and Recreation Services		15,000	-	-	15,000	13,427	-	1,573	1,494	79
24	Comprehensive By-law Enforcement Legislative Review	2024	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
25	Comprehensive By-law Enforcement Legislative Review	2029	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
26	Reserve Fund Adjustment				-	-	-	-	159,952	-	(159,952)	(103,969)	(55,983)
	Total				1,138,001	-	60,400	1,077,601	627,124	75,000	375,477	286,658	88,819



Chapter 6 D.C. Calculation



6. D.C. Calculation

Tables 6-1 calculate the proposed D.C.s to be imposed on development for all Township-wide services over the10-year forecast period. The D.C. eligible costs for each service were determined in Chapter 5 for all Township-wide services, based on their associated capital programs.

The calculation for residential development is generated on a per capita basis and is based upon four (4) forms of housing types (singles and semi-detached dwellings, multiple dwellings, bachelor and 1-bedroom apartments, and 2+ bedrooms apartments). The non-residential D.C. has been calculated on a uniform per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

For the residential calculations, the total cost is divided by the "gross" (new resident) population to determine the per capita amount. The residential D.C. recoverable capital cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charges in Table 6-1.

Table 6-2 provides the schedule of charges that is applicable for all services by type of development. Table 6-3 summarizes the gross capital expenditures and sources of revenue for works to be undertake during the 10-year life of the by-law.



Table 6-1 Township of Puslinch Township-Wide D.C. Calculation for the 10-year Forecast Period

		2024\$ D.CE	Eligible Cost	2024\$ D.CE	Eligible Cost
SERVICE/CLASS OF SERVICES		Residential	Non-Residential	Single Detached Unit	Non-Residentia per sq.ft. of (G.F.A.)
		\$	\$	\$	\$
Services Related to a Highway					
1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and eq	uipment	937,163	504,626	2,768	0.85
2. <u>Fire Protection Services</u>					
2.1 Fire facilities, vehicles & equipment		561,053	302,106	1,657	0.52
3. Parks and Recreation Services					
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	t	1,002,463	52,761	2,961	0.09
Provincial Offences Act including By-Law Enforcement					
4.1 Facilities, vehicles and equipment		2,145	1,155	6	-
5. Growth-Related Studies		286,658	88,819	847	0.16
TOTAL		\$2,789,482	\$949,467	8,238	\$1.62
D.CEligible Capital Cost		\$2,789,482	\$949,467		
10-Year Gross Population/GFA Growth (sq.ft.)		1,046	585,500		
Cost Per Capita/Non-Residential GFA (sq.ft.)		\$2,666.81	\$1.62		
By Residential Unit Type P.I	P.U.				
Single and Semi-Detached Dwelling 3.	089	\$8,238			
	431	\$6,483			
Apartments - 2 Bedrooms + 1.	869	\$4,984			
Apartments - Bachelor and 1 Bedroom 1.	365	\$3,640			



Table 6-2 Township of Puslinch Calculated Schedule of Development Charges by Service and Class of Services

		RESIDEN	TIAL		NON-RESIDENTIAL
Township-Wide Services/Class of Services	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62



Table 6-3 Township of Puslinch Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the 10-Year Life of the By-law for all Services and Class of Services

					Sourc	es of Financing		
	Services/Class of Services	Total Gross Cost	Tax Base	or Other Non-D.C	. Source	Post D.C. Period	D.C. I	Reserve Fund
	Sei Vices/Class Of Sei Vices	Total Gloss Cost	Other Deductions	Benefit to Existing	Other Funding	Benefit	Residential	Non-Residential
1.	Services Related to a Highway 1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and	19,429,052	0	17,987,263	0	0	937,163	504,626
2.	Fire Protection Services 2.1 Fire facilities, vehicles & equipment	5,387,500	0	4,524,341	0	0	561,053	302,106
3.	Parks and Recreation Services 3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,580,800	0	423,376	102,200	0	1,002,463	52,761
4.	Provincial Offences Act including By-Law Enforcement 4.1 Facilities, vehicles and equipment	3,300	0	0	0	0	2,145	1,155
5.	Growth-Related Studies 5.1 Services Related to a Highway 5.2 Fire Protection Services 5.3 Parks and Recreation Services 5.4 P.O.A. including By-law Enforcement Services	502,283 253,844 281,416 100,459	25,912 15,500 18,947 41	241,488 78,625 96,936 50,123	32,175 19,245 23,529 51	0 0 0 0	131,761 91,306 134,904 32,657	70,947 49,168 7,100 17,587
То	tal Expenditures & Revenues (Services/Class of Services)	\$27,538,653	\$60,400	\$23,402,152	\$177,200	\$0	\$2,893,451	\$1,005,450



Chapter 7 D.C. Policy Recommendations and D.C. By-law Rules



7. D.C. Policy Recommendations and D.C. By-law Rules

7.1 Introduction

This chapter outlines the D.C. policy recommendations and by-law rules.

Subsection 5 (1) 9 of the D.C.A. states that rules must be developed:

"to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection 6."

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 5 (6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under subsection 5 (1) 2-7 for all services involved:
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

With respect to "the rules," section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided give consideration for the recent amendments to the D.C.A. as summarized in Chapter 1. However, these policies are provided for Council's consideration and may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- The Township uses a uniform Township-wide D.C. calculation for all services.
- The Township uses a uniform Township-wide D.C. calculation for the growth-related studies class of service (if applicable).

7.3 D.C. By-law Rules

The following sets out the recommended rules governing the calculation, payment, and collection of D.C.s in accordance with subsection 6 of the D.C.A.

It is recommended that the following provides the basis for the D.C.s:

7.3.1 Payment in any Particular Case

In accordance with the D.C.A., s.2(2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

- (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- (b) the approval of a minor variance under section 45 of the Planning Act,
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
- (d) the approval of a plan of subdivision under section 51 of the Planning Act;
- (e) a consent under section 53 of the Planning Act,
- (f) the approval of a description under section 9 of the Condominium Act, 1998; or
- (g) the issuing of a permit under the *Building Code Act*, 1992 in relation to a building or structure.

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

 Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses

- will be assigned based on the amount of square feet of G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).
- Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:
 - For Services Related to a Highway, Fire Protection Services, and P.O.A. including By-law Enforcement, a 65% residential and 35% non-residential attribution has been made, to recognize the incremental residential population and non-residential employment uses projected over the Township-wide 10-year forecast period for the services;
 - Parks and Recreation Services attributions for residential and nonresidential splits have been determined based on an allocation of 95% to residential development and 5% to non-residential development as the predominant users of Parks and Recreation Services tend to be residents of the Township.
 - For the Growth-Related Studies Class of Services, the costs related to Parks & Recreation Services, have been allocated 95% to residential development and 5% to non-residential development, similar to the capital costs for this service. The costs associated with all other services have been allocated based on the incremental population and employment uses projected over the forecast periods similar to the specific services (i.e., 65% to residential and 35% to non-residential). These allocations result in an overall share between residential and non-residential development for growth-related studies of 76%/24%, respectfully.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

Where, as a result of the redevelopment of land, a building or structure existing on the same land within five years prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C. by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C., by the G.F.A. that has been or will be demolished or converted to another principal use;

The demolition/conversion credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued less than 60 months (5 years) prior to the issuance of a building permit.

No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the active by-law. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions

Statutory exemptions include the following:

- Partial exemption for industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50%, is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- Full exemption for buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education;
- Full exemption for additional residential development in existing buildings: development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98);

- Full exemption for additional residential development in new dwellings: development that includes the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98); and
- Full exemption for a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- Full exemption for affordable units (see bulletin rates identified in section 1.3.8)
- Full exemption for attainable units;
- Full exemption for affordable inclusionary zoning units; and
- Full exemption for non-profit housing developments;
- Partial exemption through a discount for rental housing units based on the number of bedrooms contained in each unit, as prescribed (note that these discounts are not part of the methodology required for calculating the charge, but a rule that has to be included in the by-law which informs implementation):
 - Residential units intended for use as a rented residential premises with three
 (3) or more bedrooms 25% discount.
 - Residential units intended for use as a rented residential premises with two
 (2) bedrooms 20% discount.
 - Residential units intended for use as a rented residential premises not referred to 1 or 2 above - 15% discount.

Non-statutory (discretionary exemptions) include the following:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home business:
- A non-residential farm building used for agricultural purposes. For the purpose of this exemption the following definition is proposed.
 - "Farm Building" means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:

- a residential use, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- any building or portion thereof used or intended to be used for any other non-residential use, including commercial and industrial, and an on-farm diversified use.
- Non-profit institutional use; For the purpose of this exemption the following definition is proposed:
 - "non-profit institutional use" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed institutional uses must be not for profit or gain;
- Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of postsecondary education if the development is intended to be occupied and used by the university;
- Non-profit housing development;
- Affordable inclusionary residential units;
- · Affordable residential units; and
- Attainable residential units.

7.3.5 Timing of Collection

The D.C.s for all services and class of services, except Services Related to a Highway proceeding through subdivision and/or consent, are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Municipality and an owner under s. 27 of the D.C.A.

For developments proceeding through subdivision or consent agreements, the D.C.s for Services Related to a Highway, are payable immediately upon the developing landowner entering into a subdivision agreement or consent agreement.

Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy, and then on the anniversary of occupancy for the following five (5) years.

Moreover, the D.C. amount for all developments occurring within two (2) years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020, and June 5, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application. The D.C. amount for all developments occurring within eighteen (18) months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted as of June 6, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Installment payments and payments determined at the time of Site Plan or Zoning Bylaw Amendment applications are subject to annual interest charges. The maximum interest rate the Township can impose is the average prime rate plus 1%.

7.3.6 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1st, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, for the most recent year-over-year period.

7.3.7 D.C. Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. The D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2) (c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

The rationale for maintaining a municipal-wide D.C. approach is based, in part, on the following:

1. All Township services, except for Water, Wastewater, and Stormwater Services, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper

ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that "if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality." Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

- 2. Expanding on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Municipal-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area-rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the Township to provide less services to Areas B and C due to reduced revenue.
- 3. Many services provided (roads, parks & recreation facilities) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Township will be used by residents from all areas depending on the programing of the facility (i.e., a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

Based on the foregoing and discussions with Township staff, there is no apparent justification for the establishment of area-specific D.C.s at this time. The recommendation is to apply Township-wide D.C.s for all services and class of services.

7.4 Other D.C. By-law Provisions

It is recommended that:



7.4.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections be contributed into four (4) separate reserve funds, including:

- Services Related to a Highway;
- Fire Protection Services:
- Parks and Recreation Services; and
- P.O.A. Including By-law Enforcement Act.

7.4.2 Categories for Class of Service for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections related to the growth-related studies class of services be contributed into a separate reserve fund from the four reserve funds specific for the services noted above in section 7.4.1. Note that the current D.C. reserve fund balance for Administration Studies has been included in the growth-related studies D.C. calculations.

7.4.3 By-law In-force Date

The by-law will come into force on the day after which the by-law is passed by Council unless Council determines an alternative date for enactment.

7.4.4 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day on which the by-law come into force (as per s.11 of O. Reg. 82/98).

7.5 Other Recommendations

It is recommended that Council:

"Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;"

"Adopt the assumptions contained herein as an 'anticipation' with respect to capital grants, subsidies, and other contributions;"



"Adopt the D.C. approach to calculate the charges on a uniform Township-wide basis for all services and class of services;"

"Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated June 24, 2024, subject to further annual review during the capital budget process;"

"Approve the D.C. Background Study dated June 24, 2024, as amended (if applicable);"

"Determine that no further public meeting is required;" and

"Approve the D.C. By-law as set out in Appendix G."



Chapter 8 By-law Implementation



8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 8.1.2), as well as the optional, informal consultation process (section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.2 Public Meeting of Council

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e., if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the Ontario Land Tribunal (OLT) [formerly the Local Planning Appeal Tribunal (LPAT)].

8.1.3 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with municipal D.C. policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority

of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and municipal policy with respect to development agreements, D.C. credits and front-ending requirements.

- 2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
- 3. The third grouping is the industrial/commercial/institutional/primary development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings, institutional buildings, and buildings on agricultural lands. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade, and the Economic Development Agencies, who are all potentially interested in Municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, gross floor area exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

8.1.4 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via housing prices and can impact project feasibility in some cases (e.g., rental apartments).

On the other hand, D.C.s or other municipal capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment, and wealth generation.



8.2 Implementation Requirements

8.2.1 Introduction

Once the Township has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters. These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections that follow present an overview of the requirements in each case.

8.2.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Municipal Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e., as of the day of newspaper publication or the mailing of the notice).

Section 10 of O. Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax, or mail to every owner of land in the area to which the bylaw relates:
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

8.2.3 By-law Pamphlet

In addition to the "notice" information, the Township must prepare a "pamphlet" explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;

- the services to which the D.C.s relate; and
- a description of the general purpose of the Treasurer's statement and where it may be received by the public.

Where a by-law is not appealed to the OLT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-law.

The Township must give one copy of the most recent pamphlet without charge, to any person who requests one.

8.2.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT by filing a notice of appeal with the Municipal Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Township is conducting a public consultation process in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.2.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Township Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of Township Council to the OLT.

8.2.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates unless the municipality agrees to expand the credit to other services for which a D.C. is payable.

8.2.7 Front-Ending Agreements

The Township and one or more landowners may enter into a front-ending agreement that provides for the costs of a project that will benefit an area in the Township to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the *Development Charges Act*, 1989. Accordingly, the Township assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Township funds being available.

8.2.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. prevents a municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*, except for:

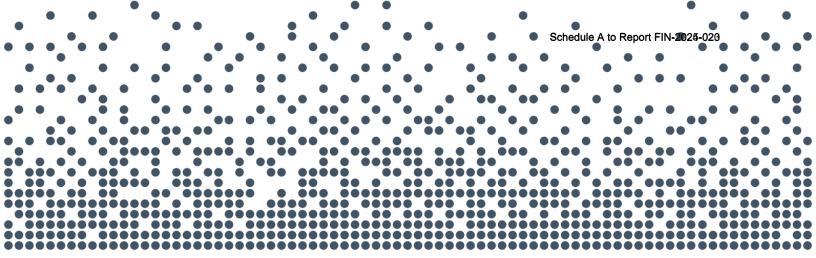
- "local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*;" and
- "local services to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*."

It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with subsection 59 (4) of the D.C.A. it would need to provide to the approval authority information regarding the applicable municipal D.C.s related to the site.

If the Municipality is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities that can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.



Appendices



Appendix A Background Information on Residential and Non-

Residential Growth Forecast



Schedule 1 Township of Puslinch Residential Growth Forecast Summary

			Exclu	ding Census Unde	rcount			Housing	Units			
	Year	Population (Including Census Undercount) ^[1]	Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	Person Per Unit (P.P.U.): Total Population/ Total Households
<u> </u>	Mid 2011	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
Historical	Mid 2016	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	Mid 2021	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	Mid 2024	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
Fore	Mid 2034	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
	Mid 2011 - Mid 2016	320	307	-53	360	397	20	-11	-245	161	-48	
Incremental	Mid 2016 - Mid 2021	640	608	-7	615	135	-5	70	-50	150	-7	
Increr	Mid 2021 - Mid 2024	270	259	1	258	93	0	0	0	93	1	
	Mid 2024 - Mid 2034	1,000	962	3	959	324	0	26	0	350	3	

^[1] Population excludes the Census undercount estimated at approximately 4.3% and has been rounded.

Notes:

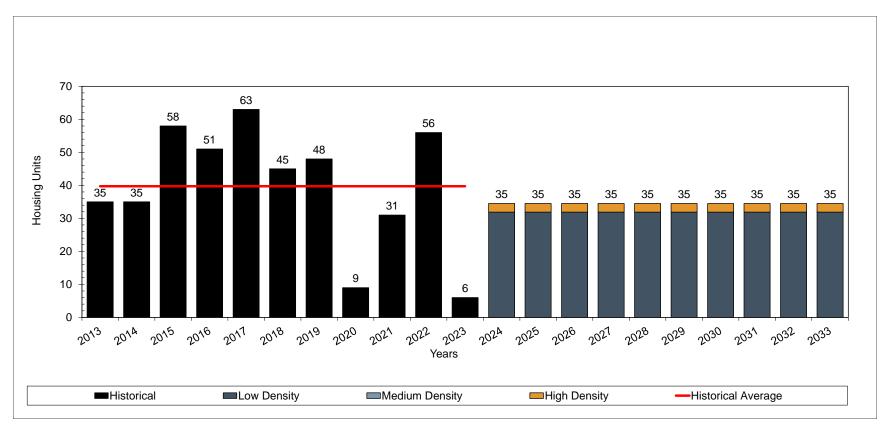
Numbers may not add due to rounding.

^[2] Includes Townhouses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.



Figure A-1 Township of Puslinch Annual Housing Forecast



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.

Schedule 2 Township of Puslinch Current Year Growth Forecast Mid 2021 to Mid 2024

			Population
Mid 2021 Population			7,944
Occupants of	Units (2)	93	
New Housing Units,	multiplied by P.P.U. (3)	3.440	
Mid 2021 to Mid 2024	gross population increase	320	320
Occupants of New	Units	1	
Occupants of New Equivalent Institutional Units,	multiplied by P.P.U. (3)	1.100	
Mid 2021 to Mid 2024	gross population increase	1	1
Decline in Housing	Units (4)	2,845	
Unit Occupancy,	multiplied by P.P.U. decline rate (5)	-0.022	
Mid 2021 to Mid 2024	total decline in population	-62	-62
Population Estimate to Mid 2024	4		8,203
Net Population Increase, Mid 20	021 to Mid 2024		259

^{(1) 2021} population based on Statistics Canada Census unadjusted for Census undercount.

⁽³⁾ Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
Singles & Semi Detached	3.440	100%	3.440
Multiples (6)	2.351	0%	0.000
Apartments (7)	1.837	0%	0.000
Total		100%	3.440

Based on 2021 Census custom database

Note: Numbers may not add to totals due to rounding.

⁽²⁾ Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.

² Based on Building permit/completion activity

^{(4) 2021} households taken from Statistics Canada Census.

⁽⁵⁾ Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

⁽⁶⁾ Includes townhouses and apartments in duplexes.

⁽⁷⁾ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Schedule 3 Township of Puslinch Ten Year Growth Forecast Mid 2024 to Mid 2034

			Population
Mid 2024 Population			8,203
Occupants of New Housing Units, Mid 2024 to Mid 2034	Units (2) multiplied by P.P.U. (3) gross population increase	350 2.987 1,046	1,046
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	Units multiplied by P.P.U. (3) gross population increase	3 1.100 3	3
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	Units (4) multiplied by P.P.U. decline rate (5) total decline in population	2,938 -0.030 -87	-87
Population Estimate to Mid 203	4		9,165
Net Population Increase, Mid 20	024 to Mid 2034		962

(1) Mid 2024 Population based on:

2021 Population (7,944) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period $(93 \times 3.44 = 320) + (1 \times 1.1 = 1) + (2,845 \times -0.022 = -62) = 8,203$

⁽³⁾ Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
Singles & Semi Detached	3.089	93%	2.860
Multiples (6)	2.431	0%	0.000
Apartments (7)	1.718	7%	0.128
one bedroom or less	1.365		
two bedrooms or more	1.869		
Total		100%	2.987

Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

Note: Numbers may not add to totals due to rounding.

⁽²⁾ Based upon forecast building permits/completions assuming a lag between construction and occupancy.

⁽⁴⁾ Mid 2024 households based upon 2021 Census (2,845 units) + Mid 2021 to Mid 2024 unit estimate (93 units) = 2,938 units.

⁽⁵⁾ Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

⁽⁶⁾ Includes townhouses and apartments in duplexes.

⁽⁷⁾ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Schedule 4 Township of Puslinch Historical Residential Building Permits Years 2014 to 2023

Year	Residential Building Permits								
rear	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total					
2014	35	0	0	35					
2015	58	0	0	58					
2016	51	0	0	51					
2017	63	0	0	63					
2018	45	0	0	45					
Sub-total	252	0	0	252					
Average (2014 - 2018)	50	0	0	50					
% Breakdown	100.0%	0.0%	0.0%	100.0%					
				40					
2019	47	0	1	48					
2020	9	0	0	9					
2021	31	0	0	31					
2022	56	0	0	56					
2023	6	0	0	6					
Sub-total	149	0	1	150					
Average (2019 - 2023)	30	0	0	30					
% Breakdown	99.3%	0.0%	0.7%	100.0%					
2014 - 2023									
Total	401	0	1	402					
Average	40	0	0	40					
% Breakdown	99.8%	0.0%	0.2%	100.0%					

^[1] Includes townhomes and apartments in duplexes.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2014 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Schedule 5a Township of Puslinch Persons Per Unit by Age and Type of Dwelling (2021 Census)

Age of		S	ingles and S	emi-Detache	d			
Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	15 Year Average	15 Year Average Adjusted ^[3]
1-5	-	-	-	3.188	4.692	3.440		
6-10	-	-	-	3.050	-	2.971		
11-15	-	-	-	2.931	-	2.854	3.088	3.089
16-20	-	-	1.941	2.688	4.091	2.750		
20-25	-	-	-	2.792	-	2.921		
25-35	-	-	-	2.815	-	2.738		
35+	-	-	1.844	2.603	5.571	2.687		
Total		2.000	1.765	2.741	4.587	2.818		

[1] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.

Schedule 5b Wellington County Census Division Person Per Unit by Age and Type of Dwelling (2021 Census)

Age of			Multipl	es ^[1]				
Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	15 Year Average	15 Year Average Adjusted ^[3]
1-5	-	1.413	2.000	2.814	-	2.351		
6-10	-	1.526	1.811	2.577	-	2.388		
11-15	-	1.370	1.980	2.743	-	2.468	2.403	2.431
16-20	-	1.278	1.701	2.691	3.167	2.423		
20-25	-	1.000	1.766	2.516	-	2.278		
25-35	-	-	1.810	2.421	-	2.176		
35+	-	1.439	1.903	2.754	3.138	2.418		
Total	1.071	1.398	1.880	2.687	3.179	2.386		

Age of			Apartm	ents ^[2]				
Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	15 Year Average	15 Year Average Adjusted ^[3]
1-5	-	1.407	1.863	2.537	-	1.837		
6-10	-	1.339	1.767	2.121	-	1.710		
11-15	-	1.255	1.629	-	-	1.575	1.707	1.718
16-20	-	1.703	1.914	2.813	-	2.040		
20-25	-	1.508	2.000	2.750	-	1.864		
25-35	-	1.419	1.976	2.688	-	1.867		
35+	0.951	1.256	1.942	2.654	4.083	1.710		
Total	1.151	1.305	1.910	2.592	4.857	1.747		

Age of						
Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.503	1.947	3.113	5.055	2.693
6-10	-	1.538	1.848	2.997	4.325	2.705
11-15	-	1.386	1.817	3.135	4.313	2.928
16-20	-	1.773	1.866	3.041	4.180	2.910
20-25	-	1.540	1.867	2.895	4.169	2.733
25-35	-	1.463	1.899	2.761	3.986	2.552
35+	1.367	1.308	1.929	2.729	3.924	2.468
Total	2.110	1.377	1.910	2.844	4.110	2.591

^[1] Includes townhouses and apartments in duplexes.

Note: Does not include Statistics Canada data classified as "Other."

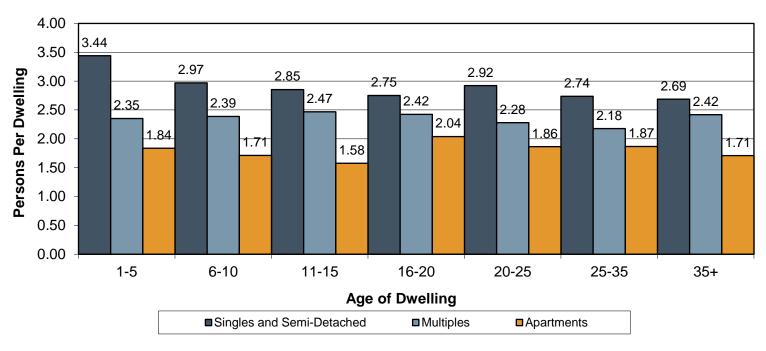
P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

^[3] Adjusted based on historical trends.



Schedule 6 Township of Puslinch Person Per Unit Structural Type and Age of Dwelling (2021 Census)



Note: Multiple and Apartment P.P.U.s are based on Wellington County Census Division.

Schedule 7a Township of Puslinch Employment Forecast, 2024 to 2034

					Activ	ity Rate							E	mployment				Employment
Period	Population	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Employment (Including N.F.P.O.W.)	Total (Excluding Work at Home and N.F.P.O.W.)
Mid 2011	7,029	0.014	0.057	0.265	0.098	0.018	0.452	0.053	0.505	100	400	1,863	688	130	3,180	370	3,550	2,780
Mid 2016	7,336	0.015	0.070	0.342	0.189	0.028	0.645	0.120	0.764	110	515	2,513	1,388	205	4,730	878	5,608	4,215
Mid 2024	8,203	0.031	0.086	0.359	0.187	0.026	0.689	0.124	0.813	255	702	2,944	1,538	212	5,650	1,019	6,669	4,948
Mid 2034	9,165	0.028	0.089	0.359	0.182	0.026	0.684	0.124	0.809	260	812	3,289	1,672	237	6,270	1,140	7,410	5,458
								Increme	ntal Change									
Mid 2011 - Mid 2016	307	0.001	0.013	0.078	0.091	0.009	0.192	0.067	0.259	10	115	650	700	75	1,550	508	2,058	1,435
Mid 2016 - Mid 2024	867	0.016	0.015	0.016	-0.002	-0.002	0.044	0.004	0.049	145	187	431	150	7	920	141	1,061	733
Mid 2024 - Mid 2034	962	-0.003	0.003	0.000	-0.005	0.000	-0.005	0.000	-0.004	5	110	345	134	25	620	121	741	510
								Annua	al Average									
Mid 2011 - Mid 2016	61	0.000	0.003	0.016	0.018	0.002	0.038	0.013	0.052	2	23	130	140	15	310	102	412	287
Mid 2016 - Mid 2024	108	0.002	0.002	0.002	0.000	0.000	0.006	0.001	0.006	18	23	54	19	1	115	18	133	92
Mid 2024 - Mid 2034	96	0.000	0.000	0.000	-0.001	0.000	0.000	0.000	0.000	1	11	35	13	2	62	12	74	51

^[1] Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.

Note: Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.



Schedule 7b Township of Puslinch Employment & Gross Floor Area (G.F.A) Forecast, 2024 to 2034

				Employment				Gross Floor	Area in Square Fe	eet (Estimated) ^[¹]	
Period	Population	Primary	Industrial	Commercial/ Population Related	Institutional	Total	Primary - Non- Bona Fide Farming ^[2]	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2011	7,029	100	1,863	688	130	2,780					
Mid 2016	7,336	110	2,513	1,388	205	4,215					
Mid 2024	8,203	255	2,944	1,538	212	4,948					
Mid 2034	9,165	260	3,289	1,672	237	5,458					
					Incremental Cha	nge					
Mid 2011 - Mid 2016	307	10	650	700	75	1,435					
Mid 2016 - Mid 2024	867	145	431	150	7	733					
Mid 2024 - Mid 2034	962	5	345	134	25	510	16,200	483,600	68,300	17,400	585,500
	•				Annual Averaç	ge					
Mid 2011 - Mid 2016	61	2	130	140	15	287					
Mid 2016 - Mid 2024	108	18	54	19	1	92					
Mid 2024 - Mid 2034	96	1	35	13	2	51	1,620	48,360	6,830	1,740	58,550

^[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming 3,000 Industrial 1,400 Commercial/Population-Related 510 Institutional 700

^[2] Primary industry includes agriculture and resource related employment.

*Reflects Mid-2024 to Mid-2034 forecast period.

Note: Numbers may not add up precisely due to rounding.



Schedule 8 Township of Puslinch Employment Categories by Major Employment Sector

NAICS	Employment by industry	Comments
	Primary Industry Employment	
11	Agriculture, forestry, fishing and hunting	Categories which relate to local land-based resources
21	Mining and oil and gas extraction	
	Industrial and Other Employment	
22	Utilities	
23	Construction	Categories which relate primarily
31-33	Manufacturing	to industrial land supply and demand
41	Wholesale trade	uemanu
48-49	Transportation and warehousing	
56	Administrative and support	
	Population Related Employment	
44-45	Retail trade	
51	Information and cultural industries	
52	Finance and insurance	
53	Real estate and rental and leasing	Categories which relate primarily
54	Professional, scientific and technical services	to population growth within the municipality
55	Management of companies and enterprises	municipality
56	Administrative and support	
71	Arts, entertainment and recreation	
72	Accommodation and food services	
81	Other services (except public administration)	
	<u>Institutional</u>	
61	Educational services	
62	Health care and social assistance	
91	Public administration	

Note: Employment is classified by North American Industry Classification System (NAICS) Code.



Appendix B Level of Service



Table B-1 Township of Puslinch Summary of the Level of Service Ceiling by Services Considered

	SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED 15 Year Average Service Standard Maximum													
Service Category	Sub-Component			Maximum	Utilized	Remaining								
Sel vice Category	Sub-Component	Cost (per capita)		Quantity (per capita)	Quality	(per capita)	Ceiling LOS	Otilized	Remaining					
	Services Related to a Highway - Roads	\$10,018.20	0.0245	km of roadways	408,906	per km	9,637,508							
	Services Related to a Highway - Bridges, Culverts & Structures	\$2,435.20	0.0030	Number of Bridges, Culverts & Structures	811,733	per item	2,342,662							
Service Related to a	Services Related to a Highway - Sidewalks and Active Transportation	\$75.27	0.0005	km of sidewalks and active transportation	150,540	per km	72,410	1,441,789	11,326,019					
Highway	Services Related to a Highway - Streetlights & Poles	\$18.53	0.0137	No. of Streetlights & Poles	1,353	per signal	17,826	1,441,709						
	Services Related to a Highway - Public Works Facilities	\$272.31	1.0507	sq.ft. of building area	259	per sq.ft.	261,962							
	Services Related to a Highway - Public Works Vehicles & Equipment	\$452.64	0.0028	No. of vehicles and equipment	161,657	per vehicle	435,440							
	Fire Protection Services - Facilities	\$839.83	1.1303	sq.ft. of building area	743	per sq.ft.	807,916							
Fire Protection	Fire Protection Services - Vehicles & Equipment	\$916.47	0.0009	No. of vehicles	1,018,300	per vehicle	881,644	863,159	970,692					
	Fire Protection Services - Small Equipment and Gear	\$149.99	0.0322	No. of equipment and gear	4,658	per item	144,290							
	Parkland Development	\$74.83	0.0064	Acres of Parkland	11,692	per acre	71,986							
	Parkland Amenities	\$393.85	0.0023	No. of parkland amenities	171,239	per amenity	378,884							
Parks & Recreation	Parkland Trails	\$36.98	0.0804	Linear Metres of Paths and Trails	460	per linear m	35,575	1,055,224	1,237,010					
	Recreation Facilities	\$1,836.76	4.8412	sq.ft. of building area	379	per sq.ft.	1,766,963							
	Parks & Recreation Vehicles and Equipment	\$40.36	0.0012	No. of vehicles and equipment	33,633	per vehicle	38,826							
Provincial Offences Act	Provincial Offences Act including By-law Enforcement - Facilities	\$2.10	0.0075	sq.ft. of building area	280.0000	per sq.ft.	2,020	0.000	-00					
including By-law Enforcement	Provincial Offences Act including By-law Enforcement - Vehicles & Equipment	\$1.43	0.0001	No. of Vehicles and Equipment	14,300	per vehicle	1,376	3,300	96					



Schedule B-2 Township of Puslinch Services Related to a Highway – Roads and Related

Unit Measure:		km of roadways															
Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Hard Top Roads - Single Lift	Various	107.000	107.000	107.000	107.000	107.000	107.000	107.000	107.000	107.000	107.000	107.00	107.00	107.00	107.00	107.00	\$466,00
Hard Top Roads - Double Lift	Various	22.000	22.000	22.000	22.000	22.000	22.000	22.000	22.000	22.000	22.000	22.00	22.00	22.00	23.00	23.00	\$675,00
Gravel Roads	Various	55.000	55.000	55.000	55.000	55.000	55.000	55.000	55.000	55.000	55.000	55.00	55.00	55.00	52.00	52.00	\$260,000
Surface Treated Roads	Various	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	6.400	\$82,000
Less Local Roads:																	
Currie Drive	180	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	\$466,000
Ochs Drive	181	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	\$466,000
Laing Court	210	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	\$466,000
Winer Court	209	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	\$675,000
Telfer Glen Street	190	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	\$675,000
Settler's Court	191	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	\$675,000
Bridle Path	204, 185	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	\$675,000
Carriage Lane	201	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	\$675,000
Daymond Drive	203	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
Cassin Court	202	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	\$675,000
Fox Run Drive	205, 206, 207, 196	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	\$675,000
Deer View Ridge	195	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	\$675,000
Boreham Drive	208	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
Total		182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	182.56	180.56	180.56	
Population		6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	
Per Capita Standard		0.0264	0.0261	0.0260	0.0259	0.0257	0.0255	0.0253	0.0249	0.0244	0.0238	0.0234	0.0230	0.0230	0.0225	0.0220	

15 Year Average	2009 to 2023
Quantity Standard	0.0245
Quality Standard	\$408,906
Service Standard	\$10,018

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$10,018
Eligible Amount	\$9,637,508

Schedule B-3 Township of Puslinch Services Related to a Highway – Bridges and Culverts

Unit Measure:	Number of Brid	lges, Culvert	s & Structur	es												
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges																
Cook's Mill Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,163,000
Little's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,442,000
Leslie Road West Between Lots 35/36	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Concession 1, Lots 9/10, West Of SR 10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,730,000
French's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,009,000
Galt Creek Bridge Gore Road Lot 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Moyer's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,298,000
Stroy's Bridge	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$2,081,000
Culverts																 I
Culvert of Cook's Mill Race	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
McFarlane's Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
Victoria Road Culvert over Galt Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$72,000
Gilmour Rd Culvert over Aberfoyle Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert over Puslinch Lake Irish Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert at Lot 10 Conc. 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Concession 2 Bridge/Culvert over Mill Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Victoria Road Culvert North of Leslie	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Leslie Road Culvert West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Culvert of Flamborough T/L West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Flamborough T/L Bridge/Culvert East of Macpherson Ln	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Gore Rd Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
Gore Rd Dual Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Total	23	23	23	22	22	22	22	22	22	22	22	22	22	22	22	
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	l
Per Capita Standard	0.0033	0.0033	0.0033	0.0031	0.0031	0.0031	0.0031	0.0030	0.0029	0.0029	0.0028	0.0028	0.0028	0.0027	0.0027	l

15 Year Average	2009 to 2023
Quantity Standard	0.0030
Quality Standard	\$811,733
Service Standard	\$2,435

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2,435
Eligible Amount	\$2,342,662



Schedule B-4 Township of Puslinch Services Related to a Highway – Sidewalks

Unit Measure: km of sidewalks and active transportation

Offic Wiododi C.	itili oi oidovalito di	10 00010 00														
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Watson Road Sidewalk	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	\$161,000
Arkell Road Sidewalk	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	\$161,000
Old Brock Road Sidewalk	-	-	-	-	-	-	-	-	-	-	-	0.14	0.14	0.14	0.14	\$545,000
Church Street Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Victoria Street Sidewalk	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	\$161,000
Brock Road Sidewalk	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	\$161,000
Badenoch Street Sidewalk	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	\$161,000
Calfass Road Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Queen Street Sidewalk	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	\$161,000
Main Street Sidewalk	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	\$161,000
Total	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.50	3.50	3.50	3.50	
																_
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	j
Per Capita Standard	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	j

15 Year Average	2009 to 2023
Quantity Standard	0.0005
Quality Standard	\$150,540
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$72,410



Schedule B-5 Township of Puslinch Services Related to a Highway – Streetlights

Unit Measure:	No. of Streetlig	hts & Poles														
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Cobrahead Streetlights	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$800
Streetlight Poles	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$1,900
Total	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	
	•												-			
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	İ
Per Capita Standard	0.0147	0.0146	0.0145	0.0145	0.0143	0.0142	0.0142	0.0139	0.0136	0.0133	0.0131	0.0128	0.0128	0.0127	0.0124	i

15 Year Average	2009 to 2023
Quantity Standard	0.0137
Quality Standard	\$1,353
Service Standard	\$19

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$19
Eligible Amount	\$17,826



Schedule B-6 Township of Puslinch Services Related to a Highway – Public Works Facilities

Unit Measure:	sq.ft. of building	area															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Works Depot (7404 Wellington Road 34) - Roads Share 70%	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	\$176	\$267
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Roads Share 50%	-	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	\$152	\$241
Total	5,460	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995		
Decidation	0.000	0.000	7,000	7.000	7.440	7.450	7.000	7 000	7 405	7.070	7.004	7.044	7.044	0.024	0.240	1	
Population Per Capita Standard	6,928 0.7881	6,999 1,1423	7,029 1,1374	7,036 1,1363	7,112 1.1242	7,159 1,1168	7,206 1,1095	7,336 1.0898	7,485 1.0681	7,676 1.0416	7,804 1.0245	7,941 1.0068	7,944 1.0064	8,034 0.9951	8,210 0.9738		

15 Year Average	2009 to 2023
Quantity Standard	1.0507
Quality Standard	\$259
Service Standard	\$272

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$272
Eligible Amount	\$261,962

Table B-7 Township of Puslinch Services Related to a Highway – Public Works Vehicles & Equipment

Unit Measure: No. of vehicles and equipment

Unit Measure:	ino. of venicles a	ina equipme	nı													
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2008 Backhoe #6	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$155,000
2019 JCB Backhoe # 6	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$155,000
1999 Grader #501	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$475,000
Grader with Snow Plowing Equipment	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$475,000
2000 Grader #502	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$475,000
1999 Dump/Plow #302	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2002 Dump/Plow #301	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2003 Dump/Plow #304	1	1	-	-	-	-	-	-	-	-	-	-	-	-	•	\$400,000
2006 Dump/Plow #303	1	1	1	1	1	1	-	-	-	-	-	-	-	-	•	\$400,000
2011 Dump/Plow #304	-	-	1	1	1	1	1	1	1	1	-	-	-	-	•	\$400,000
2018 Tandem Axle Dump Truck # 304	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$400,000
2012 Dump/Plow #302	-	-	1	1	1	1	1	1	1	1	1	-	-	-	-	\$400,000
2021 Dump/Plow # 302	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$400,000
2013 Dump/Plow (International) #301	-	-	-	1	1	1	1	1	1	1	1	1	-	-	-	\$400,000
2021 Tandem Dump Truck # 301	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$400,000
2007 Pickup #4	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2002 Pickup #5	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2008 One Tonne Dump/Plow #305	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$148,000
Dump Truck - 1.5 Ton - 305	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$148,000
2011 Pickup #4	-	-	1	1	1	1	1	1	1	1	1	1	-	-	-	\$80,000
2012 Pickup #5	-	-	-	1	1	1	1	1	-	-	-	-	-	-	-	\$80,000
2007 Mower	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$16,800
Anti-Ice Equipment	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$56,000
2005 Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,300
2003 Trailer	1	1	1	1	1	-	-	•	-	-	-	-	-	-	-	\$7,300
2002 Water Pump and Hose	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
2015 Pickup # 3	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	\$80,000
2021 Pickup Truck - 1/2 ton	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$57,600



Table B-7 (Continued) Township of Puslinch Services Related to a Highway – Public Works Vehicles & Equipment

Unit Measure: No. of vehicles and equipment

Offit Mcasure.	Sure. No. of vertices and equipment															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2015 Dump/Plow #303	-	-	-	-		-	1	1	1	1	1	1	1	1	1	\$400,000
2017 Pickup #5	-	-	-	-		-	-	•	1	1	1	1	1	1	1	\$80,000
2015 Brush Chipper	-	-	-	-		-	1	1	1	1	1	1	1	1	1	\$69,000
Tandem Dump Truck # 306	-	-	-	-		-	-	-	-	-	-	-	-	-	1	\$400,000
Roadside Mower for Grader # 502	-	-	-	-		-	-	-	-	-	-	-	-	1	1	\$100,000
Gravel Packer	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$25,000
Mobile/Truck Radios	-		1	1	1	1	1	1	1	1	1	1	1	1	1	\$21,000
Spray Unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$5,000
Storage Tank	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$14,000
Pumps	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$5,000
Scissor Lift	-	-	-	-		-	-	-	-	-	-	-	1	1	1	\$9,100
Total	19	19	20	21	20	19	21	21	21	21	22	23	23	23	24	
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	
Per Capita Standard	0.0027	0.0027	0.0028	0.0030	0.0028	0.0027	0.0029	0.0029	0.0028	0.0027	0.0028	0.0029	0.0029	0.0029	0.0029	

15 Year Average	2009 to 2023
Quantity Standard	0.0028
Quality Standard	\$161,657
Service Standard	\$453

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$453
Eligible Amount	\$435,440

Table B-8 Township of Puslinch Fire Protection Services - Facilities

Unit Measure:	sq.ft. of buildin	ig area															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fire Building C.R.34	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	\$620	\$789
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Fire Share 15%	-	760	760	760	760	760	760	760	760	760	760	760	760	760	760	\$152	\$241
Total	7,700	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460	8,460		
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210]	
Per Capita Standard	1,1114	1,2087	1.2036	1.2024	1.1895	1.1817	1,1740	1.1532	1.1303	1,1021	1.0841	1.0654	1.0650	1.0530	1.0305	1	

15 Year Average	2009 to 2023
Quantity Standard	1.1303
Quality Standard	\$743
Service Standard	\$840

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$840
Eligible Amount	\$807,916



Table B-9 Township of Puslinch Fire Protection Services – Vehicles & Equipment

Unit Measure:	No. of vehicle	s														
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
1986 Pumper #32	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$850,000
2004 Pumper #31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
1988 Tanker #39	1		-	-	-	-	-	-	-	-	-	-	-	-	-	\$800,000
1990 Telesquirt #33 (Aerial)	1	1	1	1	1	1	1	-		-		-	-	-	-	\$2,000,000
2000 Rescue #35	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$1,500,000
2022 Rescue #35	-		-	-	-		-	-		-	-	-	-	1	1	\$1,500,000
2006 Tanker #38	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2010 Tanker #37	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2013 Pumper # 32	-			1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
Aerial 33	-		-	-	-	-	-	1	1	1	1	1	1	1	1	\$2,000,000
Pickup Truck	-	-			-		-	-	1	1	1	1	1	1	1	\$34,600
Total	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	
Per Capita Standard	0.0009	0.0009	0.0009	0.0009	0.0008	8000.0	0.0008	0.0008	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	

15 Year Average	2009 to 2023
Quantity Standard	0.0009
Quality Standard	\$1,018,300
Service Standard	\$916

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$916
Eligible Amount	\$881,644



Table B-10 Township of Puslinch Fire Protection Services – Small Equipment and Gear

Unit Measure:		No. of equipme	nt and gear														
Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Equiped Fire Fighters	Various	37	37	37	37	37	41	41	42	42	42	42	42	45	45	43	\$4,300
Pagers	4_35FE	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	\$500
Truck Radios	3_18FE	10	10	10	10	10	10	10	7	7	7	7	7	7	7	7	\$7,900
Base Radio	FE_Bas_1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Base Radio County	FE_Bas_2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Antennae Roof	FE_Ant_3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$900
Antennae Tower	FE_Ant_4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$16,700
Antennae	FE_Ant_5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,900
Panda Vox Recorder Radio	FE_Pan_6	2	2	2	2	2	2	2	2	2	2	-	-	-	-	-	\$2,100
Panda Vox Recorder	FE_Pan_7	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$8,300
Blue tooth Headset	FE_Blu_8	-	-	-	-	1	1	1	1	2	2	2	2	2	2	2	\$3,200
Portable Radios	2_46FE	31	31	31	31	31	31	31	31	31	33	33	33	33	33	35	\$2,800
Communication Equipment including Radio Communication Interface	6012	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$61,400
Defibrillators - Fire Trucks	12_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$5,000
Self Contained Breathing Apparatus	Various	18	18	18	18	22	22	22	22	22	22	22	22	22	22	22	\$13,500
Self Contained Breathing Apparatus Cylinder	Various	46	46	46	46	42	42	42	42	42	42	42	42	42	42	42	\$2,200
Air Cylinder Compressor	1_26FE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$53,800
Defibrillators - Public Access	1212_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$1,500
Self Contained Breathing Apparatus Masks	67_17FVT	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	\$600
Extrication Equipment	44FE, 6_70F	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$58,000
Edraulic Combination Tool	7 82FE	-	-	-	-	1	1	1	1	1	1	1	1	1	1		\$22,000



Table B-10 (Continued) Township of Puslinch Fire Protection Services – Small Equipment and Gear

Unit Measure:		No. of equipme	nt and gear														
Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Thermal Imaging Camera	93FE, 8_94F	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$8,300
Washer/Extractor	9_104FE	-	-	-	-	-			-	1	1	1	1	1	1	1	\$20,200
Bunker Gear Dryer	10_2FE	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$12,100
Rapid Deployment Watercraft	11_103FE	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,200
Portable Pumps	13_89FE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$7,500
Carbon Monoxide Pulse Oximeter	8_95FE	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$6,700
Heavy Vehicle Stabilization Kit	N/A	-	-	-	-	-			-		-	-	1	1	1	1	\$15,300
Total		233	234	234	234	236	240	240	238	241	243	242	243	246	246	246	
															•		
Population		6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	
Per Capita Standard		0.0336	0.0334	0.0333	0.0333	0.0332	0.0335	0.0333	0.0324	0.0322	0.0317	0.0310	0.0306	0.0310	0.0306	0.0300	İ

15 Year Average	2009 to 2023
Quantity Standard	0.0322
Quality Standard	\$4,658
Service Standard	\$150

D.C. Amount (before deduction	ns)	10 Year
Forecast Population		962
\$ per Capita		\$150
Eligible Amount		\$144,290



Table B-11 Township of Puslinch Parks and Recreation Services – Parkland Development

Unit Measure:	Acres of Parkl	land														
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Puslinch Community Centre Grounds	14.4	14.4	14.4	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	\$20,000
Morriston Meadows Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Old Morriston Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Boreham Park	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	\$5,000
Badenoch Soccer Field	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	\$5,000
Fox Run Park	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	\$5,000
Morriston Historic Corner Block Park Area	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$5,000
Total	40.3	40.3	40.3	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	49.1	
																_
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	Í
Per Capita Standard	0.0058	0.0058	0.0057	0.0070	0.0069	0.0069	0.0068	0.0067	0.0066	0.0064	0.0063	0.0062	0.0062	0.0061	0.0060	ĺ

15 Year Average	2009 to 2023
Quantity Standard	0.0064
Quality Standard	\$11,692
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$71,986

Table B-12 Township of Puslinch Parks and Recreation Services – Parkland Amenities

Unit Measure:	No. of parkland	amenities														
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Community Centre Complex: Intermediate Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Community Centre Complex: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$406,000
Community Centre Complex: Playground & Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$222,800
Community Centre Complex: Tennis Courts	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Horse Paddock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Millennium Garden Benches	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$700
Morriston Meadows: Playground Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$179,000
Morriston Meadows: Playground Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,600
Morriston Meadows: Playground Stand-alone Climbing Structure	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$2,000
Morriston Meadows: Picnic Pavillion	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$49,100
Morriston Meadows: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Morriston Meadows: Baseball Diamonds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$104,000
Old Morriston: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$357,100
Badenoch Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Boreham Park: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Boreham Park: Playground Structure	-	-	-		-	-	-	-	-	-	-	-	-	-	1	\$179,000
Boreham Park: Playground Swings and Slide	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$6,600
Community Centre Complex: Picnic Pavilions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$34,300
Community Centre Complex: Senior Soccer Field		-			-	-	-			-	-	-	-		1	\$782,000
Total	17	17	17	17	17	17	17	17	17	17	17	17	16	16	18	
																_
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	i
Per Capita Standard	0.0025	0.0024	0.0024	0.0024	0.0024	0.0024	0.0024	0.0023	0.0023	0.0022	0.0022	0.0021	0.0020	0.0020	0.0022	1

15 Year Average	2009 to 2023
Quantity Standard	0.0023
Quality Standard	\$171,239
Service Standard	\$394

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$394
Eligible Amount	\$378,884

Table B-13 Township of Puslinch Parks and Recreation Services – Parkland Trails

Unit Measure:	Linear Metres of	f Paths and	Trails													
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
Wayne Stokley Trail	-	-	-	-	-	-	-	450	450	450	450	450	450	450	450	\$460
Telfer Glen Trail	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	\$460
Fox Run Trail	-	-	-	-	-	-	-	-	-	-	-	400	400	400	400	\$460
Total	270	270	270	270	270	270	270	720	720	720	720	1,120	1,120	1,120	1,120	
		•														
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	
Per Capita Standard	0.0390	0.0386	0.0384	0.0384	0.0380	0.0377	0.0375	0.0981	0.0962	0.0938	0.0923	0.1410	0.1410	0.1394	0.1364	

15 Year Average	2009 to 2023
Quantity Standard	0.0804
Quality Standard	\$460
Service Standard	\$37

. Amount (before deduction	10 Year
Forecast Population	962
\$ per Capita	\$37
Eligible Amount	\$35,575



Table B-14 Township of Puslinch Parks and Recreation Services – Recreation Facilities

Unit Measure:	sq.ft. of building	g area															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Badenoch Community Centre	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	-	\$472	\$549
Morriston Meadows: Booth/Washroom Building/Septic Tank	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	\$92	\$101
Old Morriston: Equipment Storage Room/Booth/Washroom Building/Septic Tank	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	\$92	\$101
Puslinch Community Centre	7,071	7,071	7,071	7,071	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	\$300	\$359
Blue Storage Building Behind Puslinch Community Centre	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	\$92	\$101
Community Centre Complex: Ball Diamond Concession Booth	252	252	252	252	252	252	252	252	252	252	252	252	252	252	252	\$92	\$101
Community Centre Complex: Storage Building and Announcer's Booth at Horse Paddock	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	\$92	\$101
Outdoor Rink/Gymnasium and Change Rooms, Optimist Recreation Centre	-	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	\$410	\$480
Badenoch Soccer Field: Storage Shed	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	\$92	\$101
Parks and Recreation Office Facility Space	111	111	111	111	135	138	138	138	144	144	153	165	169	169	169	\$229	\$325
Works Depot (7404 Wellington Road 34) - Parks Share 30%	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	\$176	\$267
Roads & Parks Storage Building (7404 Wellington Road 34) - Parks Share 35%	-	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	\$152	\$241
Total	15,794	37,168	37,168	37,168	38,444	38,447	38,447	38,447	38,453	36,953	36,962	36,974	36,978	36,978	36,978		
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210		
Per Capita Standard	2.2797	5.3105	5.2878	5.2825	5.4055	5.3705	5.3355	5.2409	5.1374	4.8141	4.7363	4.6561	4.6548	4.6027	4.5040		

15 Year Average	2009 to 2023
Quantity Standard	4.8412
Quality Standard	\$379
Service Standard	\$1,837

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1,837
Eligible Amount	\$1,766,963



Table B-15 Township of Puslinch Parks and Recreation Services – Vehicles and Equipment

Unit Measure: No. of vehicles and equipment

0.0013

0.0016

0.0016

0.0016

0.0015

0.0015

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Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Trailer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$9,200
Lawn Tractor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$55,000
Pitching Machines	2	2	2	2	2	2	2	2	2	-	-	-	-	-	-	\$16,800
Ultraviolet Units	4	4	4	4	4	4	4	4	4	-	-	-	-	-	-	\$5,000
Olympia Ice Machine	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$121,600
Floor Scrubber	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,500
Generators	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$54,900
2015 Pickup Truck - 1/2 ton #4	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$80,000
Pickup truck - 1/2 ton - Crew Cab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$57,600
Total	9	11	11	11	11	11	11	11	11	5	5	5	6	6	9	
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	1

0.0015

0.0015

0.0015

0.0007

0.0006

0.0008

0.0007

0.0011

15 Year Average	2009 to 2023
Quantity Standard	0.0012
Quality Standard	\$33,633
Service Standard	\$40

Per Capita Standard

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$40
Eligible Amount	\$38,826



Schedule B-16 Township of Puslinch Provincial Offences Act, including By-law Enforcement – Facilities

Unit Measure:	sq.ft. of building	area															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Facility Space	38	38	38	38	38	38	38	Δ1	52	52	FO	58	02	122	122		\$280
Facility Space	38	38	38	38	38	38	38	41	52	52	52	58	92	122	122	\$229	\$280
Total	38	38	38	38	38	38	38	41	52	52	52	58	92	122	122		
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	[
Per Canita Standard	0.0054	0.0054	0.0054	0.0053	0.0053	0.0053	0.0052	0.0055	0.0070	0.0068	0.0067	0.0074	0.0116	0.0152	0.01/0	ĺ	

15 Year Average	2009 to 2023
Quantity Standard	0.0075
Quality Standard	\$280
Service Standard	\$2

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2
Eligible Amount	\$2,020

Schedule B-17 Township of Puslinch Provincial Offences Act, including By-law Enforcement – Vehicles and Equipment

Unit Measure:	No. of Vehicles	and Equipm	ent													
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)
Mid-Size Pickup	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	1.00	1.00	\$34,600
Uniform/Phone/Computer	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00	\$3,000
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	2.00	2.00	
		•														
Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210	ĺ
Per Canita Standard	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0002	0.0002	ĺ

15 Year Average	2009 to 2023
Quantity Standard	0.0001
Quality Standard	\$14,300
Service Standard	\$1

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1
Eligible Amount	\$1,376



Appendix C Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A. under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. background study. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs that are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. Lifecycle costs were estimated by dividing the growth-related costs by the average useful life. The useful life assumptions used for each asset class are provided in Table C-1.

Table C-1
Average Useful Life by Asset Class

Asset	Lifecycle Cost Average Useful Life
Facilities	50
Services Related to a Highway	20 to 50
Parkland Development	25
Vehicles	12 to 20
Small Equipment & Gear	10

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Municipal program expenditures will increase with growth in population, the costs associated with

the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.

Table C-2
Operating and Capital Expenditure Impacts for Future Capital Expenditures

	Services/Class of Services	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1.	Services Related to a Highway				
	1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and equipment	1,441,789	133,612	156,536	290,148
2.	Fire Protection Services				
	2.1 Fire facilities, vehicles & equipment	863,159	70,208	114,623	184,832
3.	Parks and Recreation Services				
	3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,157,424	33,603	50,226	83,828
4.	Provincial Offences Act including By-Law Enforcement				
	4.1 Facilities, vehicles and equipment	3,300	471	-	471
5.	Growth-Related Studies				
	5.1 Services Related to a Highway	510,877	-	-	-
Tot	al	\$3,976,549	\$237.894	\$321.385	\$559.279



Appendix D D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997,* as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the "capital costs" determined through the legislated calculation process (as per subsection 5 (1) 2 to 8).
- Money may be borrowed from the fund but must be paid back with interest (O. Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financing source for capital undertakings for which D.C.s may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

Subsection 43 (2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer's statement, as follows:

- opening balance;
- closing balance;

- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);
- transactions for the year (e.g., collections, draws) including each asset's capital
 costs to be funded from the D.C. reserve fund and the manner for funding the
 capital costs not funded under the D.C. by-law (i.e., non-D.C. recoverable cost
 share and post-period D.C. recoverable cost share);
- for projects financed by D.C.s, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project;
- amounts borrowed, purpose of the borrowing, and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year by the holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies, and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the
 municipality shall not impose, directly or indirectly, a charge related to a
 development or a requirement to construct a service related to development,
 except as permitted by the D.C.A. or another Act.

Recent changes arising from Bill 109 (*More Homes for Everyone Act, 2022*) provide that the Council shall make the statement available to the public by posting the statement on the website or, if there is no such website, in the municipal office. In addition, Bill 109 introduced the following requirements which shall be included in the treasurer's statement.

- For each service for which a development charge is collected during the year
- whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; and
- if the answer to the above is no, the amount the municipality now expects to incur and a statement as to why this amount is expected.

• For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

Additionally, as per subsection 35 (3) of the D.C.A.:

35 (3) If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year.

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two ways in which a municipality may approach this requirement.

- 1. Include a schedule as part of the annual Treasurer's statement; or
- 2. Incorporate the information into the annual budgeting process.

Based upon the above, Tables D-1 to D-4, set out the format for which annual reporting to Council should be provided. Table D-5 provides the schedule for allocating prescribed reserve fund balances to projects.

D.2 D.C. Reserve Fund Application

Section 35 of the D.C.A. states that:

"The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5(1)."

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a D.C. may be spent.

Table D-1 Annual Treasurer's Statement of Development Charge Reserve Funds

	Services/Class of Services to which the Development Charge Relates					
Description	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Provincial Offences Act including By- Law Enforcement	Growth- Related Studies	Total
Opening Balance, January 1,	g,		00.000			0
Plus: Development Charge Collections						0
Accrued Interest			••••••	***************************************	•	0
Repayment of Monies Borrowed from Fund and Associated Interest ¹						0
Sub-Total	0	0	0	0	0	0
Less: Amount Transferred to Capital (or Other) Funds ² Amounts Refunded						0
Amounts Loaned to Other D.C. Service Category for Interim Financing		***************************************	2001.001.001.001.001.001.001.001.001.001	200000000000000000000000000000000000000		0
Credits ³						0
Sub-Total Sub-Total	0	0	0	0	0	0
Closing Balance, December 31,	0	0	0	0	0	0

¹ Source of funds used to repay the D.C. reserve fund

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

² See Attachment 1 for details

³ See Attachment 2 for details



Table D-2 Annual Treasurer's Statement of Development Charge Reserve Funds Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

		D.C. Recoverable Cost Share				Non-I	.C. Recoverable Cos	t Share			
			D.C. Forecast Period			recast Period					
Capital Fund Transactions	Gross Capital Cost	D.C. Reserve Fund	D.C. Debt Financing	Grants, Subsidies Other	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/ Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
Services Related to a Highway			Ĭ.		The state of the s					Ť	
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highway	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Protection Services Capital Cost D Capital Cost E											
Capital Cost F											
Sub-Total - Fire Protection Services	\$0	ŚO	\$0	\$0	\$0	\$0	\$0	\$0	ŚO	\$0	so so
Parks and Recreation Services Capital Cost G Capital Cost H	30	30	30	, , , , , , , , , , , , , , , , , , ,	 	, ,,,	30	70	,,0	,,0	, v
Capital Cost I											
Sub-Total - Parks and Recreation Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Provincial Offences Act including By-Law Enforcement Capital Cost G Capital Cost H											
Capital Cost I											
Sub-Total - Provincial Offences Act including By-law Enforcement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Growth-Related Studies Capital Cost G Capital Cost H											
Capital Cost I											
Sub-Total - Growth Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Table D-3 Annual Treasurer's Statement of Development Charge Reserve Funds Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions

	Annual Debt	D.C. Reserve	D.C. Reserve Fund Draw Post D.C. Forecast Period		Non-D	.C. Recoverable Cost	Share		
	Repayment								
Operating Fund Transactions	Amount	Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
Services Related to a Highway									
Capital Cost J									
Capita Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Fire Protection Services									
Capital Cost M									
Capita Cost N									
Capital Cost O									
Sub-Total - Fire Protection Services	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Parks and Recreation Services									
Capital Cost P									
Capita Cost P									
Capital Cost R									
Sub-Total - Parks and Recreation Services	\$0	ŚO	\$0	\$0	\$0		\$0	\$0	
Sub-rotal-1 arks and recreation services	70	70	70	γo	ŢŪ.		Ţ0	70	
Provincial Offences Act including By-Law Enforcement									
Capital Cost P									
Capita Cost Q									
Capital Cost R									
Sub-Total - Provincial Offences Act including By-law Enforcement	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
• • • • • • • • • • • • • • • • • • • •			•					·	
Growth-Related Studies									
Capital Cost P									
Capita Cost Q									
Capital Cost R									
Sub-Total - Growth Studies	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Table D-4 Annual Treasurer's Statement of Development Charge Reserve Funds Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					

Table D-5 Annual Treasurer's Statement of Development Charge Reserve Funds Statement of Reserve Fund Balance Allocations

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	Highway 0
60% of Balance to be Allocated (at a minimum):	0

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0



Table D-6
Annual Treasurer's Statement of Development Charge Reserve Funds
Description of the Service (or Class of Service) for which each Development Charge Reserve Fund was Established

Services/Class of Service	Description
Continue Deleted to a Highway	The fund is used for growth-related projects for roads, bridges, structures, public works
Services Related to a Highway	related facilities, vehicles, and equipment, and other related road infrastructure
Fire Protection Services	The fund is used for growth-related projects supporting fire protection services,
Fire Protection Services	including facilities, vehicles, equipment, and gear
	The fund is used for growth-related projects related to parkland development, parkland
Parks and Recreation Services	amenities, recreational trails, parkland buildings, recreation facilities, and parks &
	recreation vehicles and equipment
Provincial Offences Act including By-Law Enforcement	
Provincial Oriences Act including by-Law Enforcement	The fund is used for growth-related projects including facilities, vehicles, and equipment
Crowth Polated Studios	The fund is used for growth-related to growth-related studies, including development
Growth-Related Studies	charge studies



Appendix E Local Service Policy



Appendix E: Local Service Policy

This Appendix sets out the Township's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Parkland Development, and Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

The following policy guidelines are general principles by which staff will be guided in considering development applications. However, each application will be considered, in the context of these policy guidelines as subsection 59(2) of the Development Charges Act, 1997, on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

A. Services Related to a Highway

Local Roads (including land)

- Local Roads Internal to Development Direct developer responsibility under s.
 of D.C.A. (as a local service);
- 1.2. Local Roads External to Development If within the area to which the plan relates- Direct developer responsibility under s. 59 of D.C.A. (as a local service).

2. Collector Roads

- 2.1. Collector Roads Internal to Development Direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 2.2. Roads (collector and arterial) external to development Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- 2.3. Stream crossing and rail crossing road works, excluding underground utilities but including all other works within lands to be dedicated to the Township or

rail corridors - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).

3. Traffic Signals

3.1. Traffic signalization within or external to development – Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

4. Intersection Improvements

- 4.1. New roads (collector and arterial) and road (collector and arterial) improvements Include as part of road costing noted in item 1, to limits of ROW.
- 4.2. Intersections improvements within specific developments and all works necessary to connect to entrances (private and specific subdivision) to the roadway - Direct developer responsibility under s.59 of D.C.A. (as a local service).
- 4.3. Intersections with county roads and provincial highways Include in D.C. calculation to the extent that they are Township responsibility.
- 4.4. Intersection improvements on other roads due to development growth increasing traffic Include in D.C. calculation.

5. Streetlights

- 5.1. Streetlights on external roads Include in D.C. calculation (linked to collector road funding source in item 1).
- 5.2. Streetlights within specific developments Direct developer responsibility under s.59 of D.C.A. (as a local service).

6. Sidewalks

- 6.1. Sidewalks on provincial and county roads Include in D.C. calculation or, in exceptional circumstances, may be local improvement or direct developer responsibility through local service provisions (s.59 of D.C.A.).
- 6.2. Sidewalks on area municipal roads Linked to local and collector road funding source in item 1, and 2.

6.3. Other sidewalks external to development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).

7. Traffic Control Signals

7.1. Include in D.C. calculation.

8. Land Acquisition for Road Allowances

- 8.1. Land Acquisition for arterial roads Dedication under the Planning Act subdivision provisions (s.51) through development lands; in areas with limited or no development, include in D.C. calculation (to the extent eligible).
- 8.2. Land Acquisition for collector roads Dedication under the Planning Act subdivision provision (s.51) through development lands (up to 27 metre right-of-way); in areas with limited or no development, include in D.C. calculation (to the extent eligible).

9. Land Acquisition for Easements

- 9.1. Easement costs external to subdivisions shall be included in D.C. calculation.
- 9.2. Easement costs internal to subdivisions Direct developer responsibility as a local service provision (under s. 59 of the D.C.A.)

10. Noise Abatement Measures

- 10.1. Internal to Development Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 10.2. External to Development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).
- 10.3. External to Development not within the area to which the plan relates include in D.C. calculation.

B. Stormwater Management

- 1.1. Quality and Quantity Works, Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 1.2. Storm Sewers within roads to follow rules for roads



C. Parkland Development

1. Recreation Trails & Multi-Use Trails

1.1. Recreation Trails and Multi-Use Trails that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), are included in municipal parkland D.C.s.

2. Parkland Development

The following is a Direct Developer Responsibility to Provide at Base Condition, as follows:

- 2.1 Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
- 2.2 Topsoil Stripping, screening, and stockpiling.
- 2.3 Rough grading (pre-grading) to allow for positive drainage of the park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by Director of Public Works, Parks and Facilities.
- 2.4 Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
- 2.5 Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by Township.
- 2.6 Parks shall be free of any contaminated soil or subsoil.
- 2.7 Parks shall not be mined for fill.
- 2.8 Parks shall be conveyed free and clear of all encumbrances.
- 2.9 100% of 1.5m chain link perimeter fencing to the Township standards to separate the development lands from the Township lands or lands to be dedicated to the Township, unless the perimeter fencing is on land that will be dedicated to the Township to fulfil the requirement of parkland dedication under the Planning Act.
- 2.10 When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust.

- These shall be maintained by the developer until construction commences thereon.
- 2.11 The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
- 2.12 Required heritage features within the park as set out within the Planning approval conditions.

The following will be included in the municipal parkland D.C.s:

- 2.13 Parkland development in excess of the base condition required as a local service;
- 2.14 Program facilities, amenities, and furniture, within parkland.



Appendix F Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the *Development Charges Act*, 1997, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

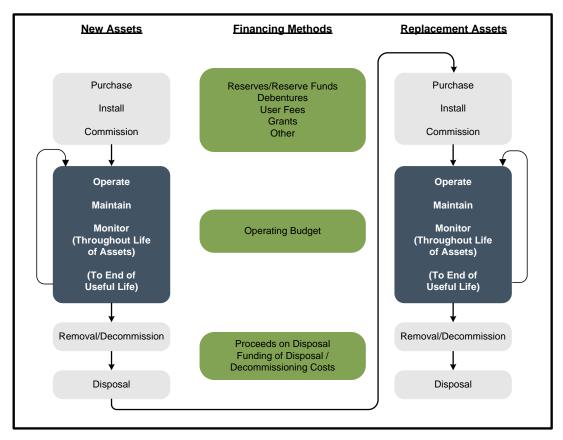
"The asset management plan shall,

- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared in the prescribed manner."

In regard to the above, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the development charge (D.C.). Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program-related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

- State of local infrastructure: asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.
- **Desired levels of service:** defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).
- Asset management strategy: the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.
- Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.

Commensurate with the above, the Township prepared A.M.P. in 2019 for its existing core and non-core infrastructure assets, including growth-related assets based on the information available at that time. However, since the needs have changed since then, the asset management requirement for the D.C. must be undertaken in the absence of updated information.

In recognition to the schematic above, the following table (presented in 2024\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C. eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

- 1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
- 2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a straight-line basis. The assets have been considered over their estimated useful lives.
- 3. Incremental operating costs for the D.C. services (only) have been included.
- 4. The resultant total annualized expenditures are approximately \$1.99 million.
- 5. Consideration was given to the potential new tax and user fee revenue which will be generated as a result of new growth. These revenues will be available to assist in financing the expenditures above. The new operating revenues are approximately \$550,000. This additional revenue would increase the existing revenues from approximately \$9.13 million to \$9.68 million.
- 6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table F-1 Township of Puslinch Asset Management – Future Expenditures and Associated Revenues 2024\$

	2033 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth	
Related Capital ¹	1,432,217
Annual Lifecycle - Municipal-wide Services	\$237,894
Incremental Operating Costs (for D.C.	
Services)	\$321,385
Total Expenditures	\$1,991,496
Revenue (Annualized)	
Total Existing Revenue ²	\$9,126,923
Incremental Tax and Non-Tax Revenue (User	
Fees, Fines, Licences, etc.)	\$549,721
Total Revenues	\$9,676,644

¹ Non-Growth Related component of Projects

² As per Sch. 10 of FIR



Appendix G Proposed D.C. By-law



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NO. 2024-xx BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH WITH RESPECT TO DEVELOPMENT CHARGES

WHEREAS Section 2(1) of the *Development Charges Act*, 1997, S.O. 1997, c. 27 (hereinafter called the **Act**) enables the Council of a municipality to pass by-laws for the imposition of **development charges** against land located in the municipality where the development of the land would increase the need for municipal **services** as designated in the by-law and the development requires one or more of the actions set out in Subsection 2(2) of the **Act**;

AND WHEREAS notice of a public meeting was given pursuant to subsection 12(1) of the **Act**, and in accordance with the **regulations** under the **Act**, on or before June 18, 2024, and copies of the Study and this proposed **development charge** by-law were made available to the public on June 24, 2024, in accordance with subsection 12(1) of the **Act**;

AND WHEREAS a public meeting was held on July 10, 2024, in accordance with the **Act** to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

AND WHEREAS any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

AND WHEREAS the Council, in adopting the **Township** of Puslinch **Development Charges** Background Study on September 3, 2024, directed that **development charges** be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.

NOW THEREFORE the Council enacts as follows:

1. INTERPRETATION

1.1. In this by-law the following items shall have the corresponding meanings:

"**Act**" means the *Development Charges Act*, as amended, or any successor thereof:

"accessory use" means where used to describe a use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot:

"affordable residential unit" means a residential dwelling unit that meets the criteria set out in subsection 4.1 of the Act;

"agricultural use" means the use of land and buildings for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including: horses (including the accessory training and/or riding of boarded horses); poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures and accessory uses, buildings, and structures, including an accessory outdoor storage area;

"ancillary residential use" means a residential dwelling unit that would be ancillary to a single detached dwelling, semi-detached dwelling, or row dwelling;

"apartment unit" means any residential unit within a **building** containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

"attainable residential unit" means a residential unit that meets the criteria set out in subsection 4.1 of the Act;

"back-to-back townhouse dwelling" means a building containing three or more dwelling units separated vertically by a common wall, including a rear common wall, that do not have rear yards;

"bedroom" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a bathroom, living room, dining room or kitchen;

"benefiting Area" means all lands within the Township;

"board of education" has the same meaning as set out in the *Education Act,* R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

"Building" means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An industrial tent;
- (d) A roof-like structure over a gas-bar or service station; and
- (e) An area attached to and ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

"Building Code Act" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

"canopy" means a canopy as defined O. Reg. 332/12 under the *Building Code Act*, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"capital cost" means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of and as authorized by the Township or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve **buildings** and structures,
- (d) to acquire, construct or improve facilities including,
 - (i) furniture and equipment other than computer equipment, and
 - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and

- (iii) rolling stock with an estimated useful life of seven years or more, and
- to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for the provision of **services** designated in this by-law within or outside the **Township**, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"commercial" means a **building**, structure, lot, use, or activity pertaining to the buying or selling of commodities or the supplying of services for remuneration, but does not include **industrial** or **agricultural uses**, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"Council" means the Council of the Township;

"development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

"development charge" means a charge imposed with respect to this by-law;

"dwelling unit" means any part of a building or structure used, designed, or intended to be used as a housekeeping unit, used, or capable of being used by one or more persons, and containing cooking, living, sleeping and sanitary facilities:

"existing" means the number, use and size that existed as of the date this bylaw was passed;

"existing industrial building" means a building or buildings with a valid building permit existing on a site on the day this by-law is passed, or the first building or buildings constructed on a vacant site pursuant to site plan approval, under Section 41 of the Planning Act, subsequent to the passage of this by-law for which full development charges were paid, that is used for or in conjunction with:

- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the building or buildings on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the building or buildings;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the **building** or **building** on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the **building** or part of a **building** where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the **building** or **buildings** on the site; or
- (d) office or administration purposes if they are:
 - (i) carried out as an accessory use to the manufacturing or warehousing, and
 - (ii) in or attached to the **building** or structure used for such manufacturing or warehousing.

"farm building" means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the growing, harvesting, or storage of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a **residential use**, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- (b) any **building** or portion thereof used or intended to be used for any other **non-residential use**, including **commercial** and **industrial**, and an **on-farm diversified use**.

"gross floor area" means: the sum total of the total areas of the floors in a **building** or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the **building** or structure or from the center

line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and
- (b) in the case of non- residential uses, excludes any parts of the building or structure used for mechanical equipment related to the operation or maintenance of the building or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;
- (c) where a **building** does not have any walls, the **gross floor area** shall be the sum total of the area of land directly beneath the roof of the **building** and the total areas of the floors in the **building** or structure.

"home business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is an accessory use to the dwelling unit.

"home industries" means a small-scale use providing a service that is accessory to a dwelling unit or agricultural operation. A home industry may be conducted in whole or in part in an accessory building and may include a carpentry shop, a metal working shop, a welding shop, or minor equipment repair shop, etc., but does not include any activity relating to the operation or maintenance of a vehicle or any activity requiring the use of toxic chemicals.

"industrial" means lands, buildings or structures used or designed or intended for use for the processing of goods and materials; the assembly of manufactured goods; the manufacturing of goods; the repair and servicing of goods and similar uses; including any permanent storage facilities or accessory equipment that is in conjunction with the use and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include a motor vehicle service establishment, motor vehicle body shop, or the sale of commodities to the general public through a warehouse club;

"institutional development" means development of a building or structure intended for use:

- (a) as a long-term care home within the meaning of subsection 2 (1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched.1;
- (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010;*
- (c) by any institution of the following post-secondary institutions for the objects of the institution:
 - a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
 - ii. a college or university federated or affiliated with a university described in subclause (i); or
 - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017;*
- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.

"non-profit institutional use" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed institutional uses must be not for profit or gain;

"live-work unit" means a building, or part of thereof, which contains, or is intended to contain, both a dwelling unit and non-residential unit and which is intended for both residential use and non-residential use concurrently, and shares a common wall or floor with or without direct access between the residential and non-residential uses;

"**local board**" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"multiple dwellings" means all dwellings other than single-detached, semidetached and apartment unit dwellings;

"non-profit housing development" means development of a building or structure intended for use as residential premises by:

- (i) a corporation without share capital to which the Corporations Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing;
- (ii) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing; or
- (iii) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

"non-residential use" means a building or structure of any kind whatsoever used, designed, or intended to be used for other than a residential use;

"Official Plan" means the Official Plan adopted by the County of Wellington for the Township, as amended, and approved, or any future Official Plan adopted by the Township or County of Wellington for the Township;

"on-farm diversified use" means a use, occurring entirely and exclusively within a detached building that is secondary and subordinate to the active and principle agricultural use occurring on a property. Such uses shall be integrated within a farm cluster of buildings which must include a residential dwelling, and may include, but not be limited to, uses that produce value added agricultural products or provide a service that is supportive of regional agri-business, and may include a Home Industry, but excludes a home business;

"owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

"regulation" means any regulation made pursuant to the Act;

"rental housing" means development of a **building** or structure with four or more **dwelling units** all of which are intended for use as rented residential premises;

"residential dwelling unit" means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units including modular homes but not

including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"residential use" means the use of a **building** or structure or portion thereof for one or more **dwelling units**. This also includes a **dwelling unit** on land that is used for an **agricultural use**;

"row dwelling" means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

"semi-detached dwelling" means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;

"service" means a service or class of service designed in Schedule "A" to this by-law;

"services" shall have a corresponding meaning;

"single detached dwelling unit" means a residential building consisting of one dwelling unit and not attached to another structure;

"Township" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"zoning by-law" means the Zoning By-Law of the **Township** of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.



2. <u>DESIGNATION OF SERVICES AND CLASS OF SERVICES</u>

- 2.1. The categories of **services** for which **development charges** are imposed under this by-law are as follows:
 - (a) Services Related to a Highway;
 - (b) Fire Protection Services:
 - (c) Parks and Recreation Services; and
 - (d) Provincial Offences Act, including By-law Enforcement.
- 2.2 The category of class of **services** for which **development charges** are imposed under this by-law is as follows:
 - (a) Growth-Related Studies.
- 2.3 The components of the **services** and class of **services**, designated in sections 2.1 and 2.2 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

- 3.1 **Development charges** shall be payable in the amounts set out in this by-law where:
 - (a) the lands are located in the area described in section 3.2; and
 - (b) the development of the lands requires any of the approvals set out in subsection 3.4(a)

Area to Which by-law Applies

- 3.2 Subject to section 3.3, this by-law applies to all lands in the **Township** whether or not the land or use thereof is exempt from taxation under s. 3 or the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
 - (a) the **Township** or a **local board** thereof;
 - (b) a **board of education**; or



(c) the County of Wellington or any **local board** thereof;

Approvals for Development

- 3.4 (a) **Development charges** shall be imposed on all lands, **buildings** or structures that are developed for residential or **non-residential uses** if the development requires one or more of the following:
 - (i) the passing of a **zoning by-law** or of an amendment to a zoning bylaw under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
 - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (v) a consent under section 53 of the *Planning Act*;
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a building permit under the **Building Code Act** in relation to a **building** or structure.
 - (b) No more than one **development charge** for each **service** and class of **services** designated in subsections 2.1 and 2.2 shall be imposed upon any lands, **buildings**, or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, **buildings** or structures can be developed.
 - (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional **development charges** shall be imposed if the subsequent action has the effect of increasing the need for **services**.

Exemptions

- 3.5 Notwithstanding the provisions of this by-law, **development charges** shall not be imposed with respect to:
 - (a) an enlargement to an existing dwelling unit;
 - (b) A second residential unit in an existing detached house, semi-detached house, or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
 - (c) A third residential unit in an existing detached house, semi-detached house, or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units;
 - (d) One residential unit in a **building** or structure ancillary to an **existing** detached house, semi-detached house or rowhouse on a parcel of land, if the **existing** detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
 - (e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit:
 - (f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units:

- (g) One residential unit in a **building** or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
- (h) In an existing rental residential building, which contains four or more residential Dwelling Units, the creation of the greater of one residential Dwelling Unit or one percent of the existing residential Dwelling Units.
- 3.6 Notwithstanding section 3.5, **development charges** shall be imposed if the total **gross floor area** of the additional one or two units exceeds the **gross floor area** of the **existing dwelling unit**.
- 3.7 Notwithstanding section 3.5, **development charges** shall be imposed if the additional unit has a **gross floor area** greater than
 - (a) in the case of a semi-detached or **row dwelling**, the **gross floor area** of the **existing dwelling unit**; and
 - (b) in the case of any other residential **building**, the **gross floor area** of the smallest **dwelling unit** contained in the residential **building**.
- 3.8 Exemption for **Industrial** Development:
- 3.8.1 Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.
- 3.8.2 If the **gross floor area** of an **existing industrial building** is enlarged by greater than 50 percent, the amount of the **development charge** payable in respect of the enlargement is the amount of the **development charge** that would otherwise be payable multiplied by the fraction determined as follows:
 - determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;

- 2) divide the amount determined under subsection 1) by the amount of the enlargement.
- 3.9 For the purpose of section 3.8 herein, "existing industrial building" is used as defined in the **Regulation** made pursuant to the Act.
- 3.10 Other Exemptions:

Notwithstanding the provision of this by-law, **development charges** shall not be imposed with respect to:

- (a) Temporary use permitted under a **zoning by-law** under Section 39 of the Planning Act;
- (b) Accessory use;
- (c) A home business
- (d) A non-residential farm building used for an agricultural use;
- (e) non-profit institutional use;
- (f) Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- (g) Non-profit housing development;
- (h) Affordable inclusionary residential units;
- (i) Affordable residential units; and
- (i) Attainable residential units.



Amount of Charges

Residential

3.11 The **development charges** described in Schedule B to this by-law shall be imposed on **residential uses** of lands, **buildings** or structures, including a **dwelling unit** accessory to a **non-residential use** and, in the case of a mixed-use **building** or structure, on the **residential uses** in the mixed use **building** or structure, and the residential portion for a **live-work unit**, according to the type of residential unit, and calculated with respect to each of the **services** and class of **services** according to the type of **residential use**.

Non-Residential

3.12 The **development charges** described in Schedule B to this by-law shall be imposed on **non-residential uses** of lands, **buildings** or structures, and, in the case of a mixed-use **building** or structure, on the **non-residential uses** in the mixed-use **building** or structure, and the non-residential portion for a **live-work unit** and calculated with respect to each of the **services** and class of **services** according to the total floor area of the **non-residential use**.

Reduction of **Development Charges** for Redevelopment Including Conversions

- 3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a **building** or structure **existing** on the same land within 60 months prior to the date of payment of **development charges** in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the **development charges** otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
 - (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

(b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixeduse building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the **development charges** otherwise payable with respect to the redevelopment.

3.14 Notwithstanding section 3.13, no credit shall be allowed where the demolished or converted **building** or part thereof would have been exempt pursuant to this or a previous **development charges** by-law.

Time of Payment of **Development Charges**

- 3.15 Development charges shall be calculated and payable in money or by provision of service as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which the development charge applies.
- 3.16 Notwithstanding section 3.15, where a development is proceeding through subdivision or consent, the Services Related to a Highway component of the development charges, are calculated and payable immediately upon the developing landowner entering into the subdivision agreement or consent agreement.
- 3.17 Notwithstanding sections 3.15 and 3.16, **development charges** for **rental housing** and **institutional developments** are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest at the prescribe rate as per the **Act**, payable on the anniversary date each year thereafter.
- 3.18 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates

set out in Schedule "B" on the date of the planning application was made, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.

- 3.19 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest, including interest at the prescribed rate.
- 3.20 Where **development charges** apply to land in relation to which a **building** permit is required, the building permit shall not be issued until the **development charge** has been paid in full, subject to sections 3.17, 3.18, and 3.19.
- 3.21 Despite sections 3.15, 3.16, 3.17, 3.18, and 3.19, **Council** from time to time, and at any time, may enter into agreements providing for all or any part of a **development charge** to be paid before or after it would otherwise be payable, in accordance with section 27 of the **Act**.
- 3.22 Interest for the purposes of sections 3.17, 3.18, and 3.19 shall be determined as the base rate plus 1 %, where:
 - (a) The base rate shall be equal to the average prime rate on:
 - (i) October 15 of the previous year if the adjustment date is January 1;
 - (ii) January 15 of the same year if the adjustment date is April 1;
 - (iii) April 15 of the same year if the adjustment date is July 1; and
 - (iv) July 15 of the same year if the adjustment date is October 1.

- (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.
- 3.23 For the purposes of section 3.18 and 3.19, interest calculated under section 3.22 shall not apply where the calculated charges calculated under section 3.18 and 3.19 are the same as the charges that would be calculated under sections 3.15 or 3.16.

Discounts for **Rental Housing**:

- 3.24 The **development charge** payable for **rental housing** developments will be reduced based on the number of **bedrooms** in each unit as follows:
 - (a) Three or more **bedrooms** 25% reduction;
 - (b) Two **bedrooms** 20% reduction; and
 - (c) All other **bedroom** quantities 15% reduction.

4. PAYMENT BY SERVICES

4.1 Despite the payment required under sections 3.11 and 3.12, **Council** may, by agreement, give a credit towards a **development charge** in exchange for work that relates to a **service** to which a **development charge** relates under this bylaw.

5. **INDEXING**

5.1 **Development charges** imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1st of each year, in accordance with the prescribed index in the **Act**.

6. SCHEDULES

6.1 The following schedules shall form part of this by-law:

Schedule A - Designated Municipal **Services** and Class of **Services** under this By-law

Schedule B - Schedule of **Development Charges**.

7. CONFLICTS

- 7.1 Where the **Township** and an **owner** or former **owner** have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in section 3.4(a), an additional **development charge** in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this bylaw if the development has the effect of increasing the need for **services**, unless such agreement provides otherwise.

8. <u>SEVERABILITY</u>

8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of **Council** that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1 This by-law shall come into effect on September 3, 2024.

10. DATE BY-LAW EXPIRES

10.1 This by-law will expire on September 3, 2034, unless repealed by **Council** at an earlier date.

11. EXISTING BY-LAW REPEALED

11.1 By-law 044-2019 is hereby repealed as of the date and time of this by-law coming into effect.



READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF SEPTEMBER, 2024.

James Seeley, Mayo	or
Justine Brotherston	Municipal Clerk



SCHEDULE "A"

DESIGNATED MUNICIPAL SERVICES AND CLASS OF SERVICES UNDER THIS BY-LAW

Township-Wide Services

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- Provincial Offences Act, including By-law Enforcement.

Township-Wide Class of Services

Growth-Related Studies

SCHEDULE "B" SCHEDULE OF DEVELOPMENT CHARGES

		RESIDENTIAL						
Township-Wide Services/Class of Services	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)			
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85			
Fire Protection Services	1,657	1,304	1,002	732	0.52			
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09			
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00			
Growth-Related Studies	847	667	512	374	0.16			
Total Township-Wide Services & Class of Services	\$8,238	\$6,484	\$4,984	\$3,640	\$1.62			

Proposed 2024 Development Charges and Background Study Survey

SURVEY RESPONSE REPORT

24 June 2024 - 19 July 2024

PROJECT NAME:

Proposed 2024 Development Charges By-law and Background Study





Q1 Please provide any comments or feedback you have regarding the proposed Development Charges By-law and Background Study. E.g. Should bona fide farm practices be exempt.

Anonymous

7/05/2024 10:32 AM

Yes

Anonymous

7/12/2024 09:23 PM

Bonafide farm practices should absolutely be exempt from municipal development charges for several reasons: 1. Agriculture is a vital industry that provides essential food and raw materials. Exempting farm practices from development charges supports farmers by reducing their financial burden, allowing them to invest more in their operations. 2. Farming can be a low-margin business with income variability due to factors like weather, market prices, and pest pressures. Exemptions help maintain the economic viability of farms, contributing to local and national food security and economic stability. 3. Farmland typically requires less municipal infrastructure and services compared to urban development. Farms do not need the same level of roads, water, sewage, and other services that residential or commercial developments do. Thus, it would be equitable to exempt them from charges that fund such infrastructure. 4. Supporting farming through financial incentives like development charge exemptions helps preserve open space and rural landscapes. This can have environmental benefits, such as protecting wildlife habitats, maintaining water quality, and promoting biodiversity. 5. Exemptions better align with broader governmental policies aimed at supporting rural communities and the agricultural sector. The township should be supporting atrategic goals to maintain agricultural productivity and support rural economies, making such exemptions a logical component of policy frameworks. 6. By alleviating some of the financial pressures on farmers, exemptions can encourage the adoption of more sustainable and innovative farming practices, which can have long-term benefits for the environment and the community.

Mandatory Question (2 response(s))

Question type: Essay Question



REPORT FIN-2025-022

TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: June 18, 2025

SUBJECT: First Quarter Financial Report – 2025

File: F05 - BUD

RECOMMENDATIONS

THAT Report FIN-2025-022 entitled First Quarter Financial Report – 2025 be received.

DISCUSSION

<u>Purpose</u>

The purpose of this report is to provide Council a summary of the Township finances for the First Quarter of 2025 (January, February, March).

Background

Council receives a summary of the Township finances on a quarterly basis as required by the Township's annual audit. This report is prepared in consultation with department heads.

Financial Implications

Discussed throughout the Report and within the Schedules attached to the Report.

Applicable Legislation and Requirements

None

Engagement Opportunities

N/A

<u>Attachments</u>

Schedule A – Departmental Detail

Schedule B – Expense and Revenue Summary

Schedule C – Other Financial Data

Respectfully submitted:

Reviewed by:

Michelle Cassar

Deputy Treasurer

Mary Hasan

Director of Finance/Treasurer

Schedule A - Departmental Detail

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Building					
Building					
Expenditures					
Building Maintenance					
Municipal Office Costs Recovered from Building	\$0	\$0	\$21,117	21,117	100%
Contract Services/Professional Fees					
Contract Services	\$19,236	\$19,236	\$60,882	80,117	76%
Professional Fees - Audit	\$0	\$0	\$8,385	8,385	100%
Professional Fees - Engineering & Environmental	\$0	\$0	\$3,000	3,000	100%
Professional Fees - Legal	\$495	\$495	\$45.505	46,000	99%
Materials and Supplies	\$170	\$170	\$ 10,000	10,000	7770
Advertising	\$170	\$170	\$740	910	81%
Clothing, Safety Allowance	\$234	\$234	\$746	980	76%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$200	200	100%
Office Supplies & Equipment	\$261	\$261	\$909	1,170	78%
Professional Development					
Professional Development	\$2.555	\$2,555	\$9,221	11.775	78%
Travel - Meals	\$38		\$112	150	75%
Travel - Accommodations & Parking	\$418		\$1,582	2.000	79%
Membership & Subscription Fees	\$1,783	\$1,783	\$3,954	5,737	69%
Salaries, Wages and Benefits	.,	4.1,			
FT Wages	\$94,257	\$94,257	\$369,307	463,564	80%
Group Benefits	\$11,409		\$57,461	68,870	83%
OT Wages	\$0		\$500	500	100%
PT Wages	\$0		\$0	0	N/A
WSIB	\$2,352	\$2,352	\$11,375	13,727	83%
FT Wage Related Expenses	\$18,403		\$66,837	85,241	78%

	Current Quarter \$ Budget				
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
Utilities					
Emergency Management	\$109	\$109	\$494	603	82%
Fuel	\$0		\$2,222		100%
Insurance	\$14,715		\$669		
Postage	\$1,081	\$1,081	-\$81		-8%
Communication (phone,fax,internet)	\$668		\$3,769		85%
Bank Service Charges	\$1,969	\$1,969	\$3,131	5,100	61%
Vehicles and Equipment					
Mileage	\$137	\$137	\$613		82%
Vehicle Maintenance	\$0	\$0	\$1,000		
Vehicle Plates	\$0	\$0	\$0	0	N/A
Expenditures Total	\$170,291	\$170,291	\$673,648	843,940	80%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$500	-500	100%
User Fees, Licenses and Fines					
Alternative Solution Application	\$0	\$0	-\$603	-603	100%
Demolition Permits	\$0	\$0	-\$2,046	-2,046	100%
Designated Structures Permit	\$0	\$0	-\$2,004	-2,004	100%
Farm Building Permits	-\$200	-\$200	-\$20,400	-20,600	99%
Institutional, Commercial & Industrial Building Permits	-\$39.040	-\$39,040	-\$166,960	-206,000	81%
Occupancy Permits	-\$744		-\$5,127		87%
Online Service Fee	-\$1,194		-\$1,806		60%
Re-inspection fees	\$0		-\$372		100%
Residential Building Permits	-\$132.081	-\$132,081	-\$288,159		
Revision to a Permit	-\$752		-\$3,384		
Septic System Permit - Alter	-\$1,128		-\$4,512		
Septic System Permit - New	-\$4,518		-\$30,120		
Sign Permits	\$0		-\$1,252		100%
Tent or Marquee Fee	\$0		-\$1,506		
Transfer of Permit	\$0		-\$186		
Reproduction of Digital Drawings Fees	\$0				

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals		2025 Budget	% Remaining
Revenues Total	-\$179.658				75%
By-law					
By-law					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$2,992	\$2,992	\$22,170	25,162	88%
Livestock Loss	\$0	\$0	\$353	353	100%
Professional Fees - Engineering & Environmental	\$0	\$0	\$15,000	15,000	100%
Professional Fees - Legal	\$495	\$495	\$109,005	109,500	100%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000		100%
Clothing, Safety Allowance	\$16	\$16	\$2,004		99%
Public Education	\$0	\$0	\$500		100%
Signage	\$0	\$0	\$1,000	1,000	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$69	\$69	\$81	150	54%
Professional Development					
Professional Development	\$7,317	\$7,317	\$6,983	14,300	49%
Travel - Meals	\$0	\$0	\$50		100%
Travel - Accommodations & Parking	\$0	\$0	\$250		100%
Membership & Subscription Fees	\$274	\$274	\$233	507	46%
Salaries, Wages and Benefits					
FT Wages	\$19,689	\$19,689	\$106,240		84%
Group Benefits	\$1,496	\$1,496	\$11,348		88%
OT Wages	\$0	\$0	\$500	500	100%
PT Wages	\$0	\$0	\$400	400	100%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
WSIB	\$466	\$466	\$3,441	3,907	88%
FT Wage Related Expenses	\$3,786	\$3,786	\$19,687	23,473	84%
Utilities					
Fuel	\$0	\$0	\$1,497	1,497	100%
Insurance	\$12,352	\$12,352	\$181	12,532	1%
Communication (phone,fax,internet)	\$145	\$145	\$1,210	1,355	89%
Vehicles and Equipment					
Mileage	\$0	\$0	\$250	250	100%
Vehicle Maintenance	\$261	\$261	\$439	700	63%
Vehicle Plates	\$0	\$0	\$0	0	N/A
Expenditures Total	\$49,358	\$49,358	\$303,820	353,178	86%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	\$0	\$0	-\$40,000	-40,000	100%
Ontario Wildlife Damage Compensation	\$0	\$0	-\$353	-353	100%
Other Recoveries	\$0	\$0	-\$1,465	-1,465	100%
User Fees, Licenses and Fines					
Dog Tags and Kennel Licences	-\$1,157	-\$1,157	-\$13,312	-14,468	92%
Fence Viewer's Application	\$0	\$0	\$0		N/A
Filming Permit Fee	\$0	\$0	-\$1,208	-1,208	100%
Inspection Permit - LCBO	\$0	\$0	-\$374	-374	100%
Lottery Licences	\$0	\$0	-\$100	-100	100%
Municipal addressing signs	-\$245	-\$245	-\$1,454	-1,700	86%
Pool Enclosure Permit	-\$258	-\$258	-\$4,386	-4,644	94%
Property Standards Appeal Fee	\$0	\$0	-\$308	-308	100%
Septic Compliance Letter	-\$90	-\$90	-\$720	-810	89%
Sign Permits	\$0	\$0	-\$1,511	-1,511	100%
Site Alteration Agreement	-\$22,226	-\$22,226	\$1,626	-20,600	-8%
Special Events Permit	-\$90	-\$90	-\$1,080	-1,170	92%
Reinspection Fee	-\$79	-\$79	\$0	-79	0%
Publicized Display Fees	\$0	\$0	-\$158	-158	100%
After Hours Response for Violation	\$0	\$0	-\$350	-350	100%
Administrative Municipal Penalty System	\$0	\$0	-\$30,000		100%
Revenues Total	-\$24,145	-\$24,145	-\$95,153	-119,298	80%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Fire and Rescue					
Fire and Rescue					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$5,235	\$5,235	\$146,470	151,705	97%
Materials and Supplies					
Advertising	\$1,931	\$1,931	-\$1,431	500	-286%
Clothing, Safety Allowance	\$261	\$261	\$15,991		98%
Oxygen & Medical Supplies	\$325	\$325			92%
Public Education	\$945	\$945	\$2,055	3,000	68%
Office Equipment and Supplies					
Office Supplies & Equipment	\$323	\$323	\$677	1,000	68%
Professional Development					
Professional Development	\$9,683	\$9,683		23,530	59%
Travel - Meals	\$195	\$195			64%
Travel - Accommodations & Parking	\$51	\$51	\$549		92%
Membership & Subscription Fees	\$530	\$530	\$1,576	2,106	75%
Salaries, Wages and Benefits					
FT Wages	\$24,127	\$24,127	\$99,214		80%
Group Benefits	\$11,814	\$11,814	\$21,153		64%
WSIB	\$3,103				81%
Remuneration	\$89,065				
FT Wage Related Expenses	\$5,662	\$5,662	\$16,301	21,963	74%
Remuneration Related Expenses	\$7,168	\$7,168	\$30,056	37,223	81%
Utilities					
Fuel	\$66				
Insurance	\$61,758				1%
Communication (phone,fax,internet)	\$506	\$506	\$5,852	6,358	92%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$774	\$774	\$21,226		
Mileage	\$0		\$1,000		100%
Permits	\$0	\$0	\$565	565	100%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Vehicle Maintenance	\$13,844	\$13,844	\$34,156	48,000	71%
Vehicle Plates	\$0	\$0	\$265	265	100%
PPE Cleaning					
Cleaning - Personal Protective Equipment	\$2,227	\$2,227	\$2,774	5,000	55%
Expenditures Total	\$239,595	\$239,595	\$779,012	1,018,606	76%
Revenues					
Grants					
Office of Fire Marshal Grants	\$0	\$0	\$0	0	N/A
Recoveries					
Other Recoveries	\$0	\$0	-\$9,437	-9,437	100%
User Fees, Licenses and Fines					
Boarding up or Barricading	\$0	\$0	\$0	0	N/A
Burning Permit Violations	\$0	\$0	-\$560	-560	100%
Fire Alarm False Alarm Calls	\$0	\$0	\$0	0	N/A
Fire Extinguisher Training	\$0	\$0	-\$254	-254	100%
Fire Safety Plan Review	\$0	\$0	-\$144	-144	100%
Fireworks Permits	\$0	\$0	-\$119	-119	100%
Information/Fire Reports	-\$88	-\$88	-\$477	-565	84%
Inspections	\$0	\$0	\$0	0	N/A
Key Boxes	\$0	\$0	-\$178	-178	100%
Motor Vehicle Emergency Responses	-\$2,853	-\$2,853	-\$93,309	-96,162	97%
Occupancy Load	\$0	\$0	\$0	0	N/A
Open Burning Permit and Inspection	-\$6,541	-\$6,541	-\$9,251	-15,792	59%
Post Fire Watch	\$0	\$0	\$0	0	N/A
Water Tank Locks	\$0	\$0	-\$22	-22	100%
Revenues Total	-\$9,482	-\$9,482	-\$113,750	-123,232	92%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
General Government					
Administration					
Expenditures					
Community Grants					
Heritage Financial Incentive Program	\$0	\$0	\$10,600	10,600	100%
Contract Services/Professional Fees					
Contract Services	\$8,580	\$8,580		61,491	86%
Professional Fees - Engineering & Environmental	-\$916	-\$916	\$19,061	18,145	105%
Professional Fees - Legal	-\$16,631	-\$16,631	\$85,131	68,500	124%
Professional Fees - Township-wide Groundwater					
Monitoring	\$0	\$0	\$4,751	4,751	100%
Materials and Supplies					
Advertising	\$286				87%
Clothing, Safety Allowance	\$0				100%
Events and Other	\$176	\$176	\$13,569	13,745	99%
Office Equipment and Supplies					
Office Supplies & Equipment	\$398	\$398	\$902	1,300	69%
Professional Development					
Professional Development	\$3,786				85%
Travel - Air Fare	\$0				100%
Travel - Meals	\$0				100%
Travel - Accommodations & Parking	\$1,632				
Membership & Subscription Fees	\$11,601	\$11,601	\$6,789	18,390	37%
Salaries, Wages and Benefits					
FT Wages	\$124,403			672,644	82%
Group Benefits	\$12,002				86%
OT Wages	\$0	\$0	\$500	500	100%
PT Wages WSIB	\$13,945			8,758 18,494	-59% 82%
M2IR	\$3,296	\$3,296	\$15,198	18,494	82%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
FT Wage Related Expenses	\$23,746	\$23,746	\$93,643	117,390	80%
PT Wage Related Expenses	\$1,699	\$1,699	-\$17	1,681	-1%
Utilities					
Insurance	\$42,568	\$42,568	\$11,681	54,249	22%
Communication (phone,fax,internet)	\$126	\$126	\$1,590	1,716	93%
Vehicles and Equipment					
Mileage	\$0	\$0	\$500	500	100%
Expenditures Total	\$230,698	\$230,698	\$959,883	1,190,581	81%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	\$0	\$0	-\$10,000	-10,000	100%
Nestle Agreement	\$0	\$0	-\$500	-500	100%
Other Recoveries	\$0	\$0	-\$500	-500	100%
Recoveries from Staff Events	\$0	\$0	-\$1,000	-1,000	100%
User Fees, Licenses and Fines					
Signature of Commissioner and FOI Requests	-\$757	-\$757	-\$2,901	-3,659	79%
Revenues Total	-\$757	-\$757	-\$14,901	-15,659	95%

	Current Quarter \$ Budget				
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Corporate					
Expenditures					
Contract Services/Professional Fees					
Conservation Authorities Levy Payment	\$46,399	\$46,399	\$153,390	199,789	77%
Writeoffs					
Taxes written off (Twp share only)	\$1,244	\$1,244	\$30,756	32,000	96%
Tax write off Accrual	\$0	\$0	\$0	0	N/A
Expenditures Total	\$47,642	\$47,642	\$184,147	231,789	79%
Revenues					
Grants					
Operating Donations	\$0	\$0	\$0		N/A
Provincial OMPF Operating Grant	-\$116,325	-\$116,325	-\$348,975	-465,300	75%
Payments-in-Lieu of Taxes and Other Levies					
PIL Mun Tax Assistance	\$0	\$0	-\$29,066	-29,066	100%
PIL Transportation Ministry	\$0	\$0	-\$36,410	-36,410	100%
PIL Hydro One	\$0	\$0	-\$11,945	-11,945	100%
PIL Greater Toronto Transit Authority	\$0	\$0	-\$13,744	-13,744	100%
IH Municipal Retained Portion	\$0	\$0	-\$6,310	-6,310	100%
PIL Guelph Junction Railway	\$0	\$0	-\$715	-715	100%
PIL County of Wellington Landfill	\$0	\$0	-\$8,732	-8,732	100%
PIL City of Guelph	\$0	\$0	-\$37,684	-37,684	100%
PIL University of Guelph	\$0	\$0	-\$1,123	-1,123	100%
PIL Canadian National Railway	\$0	\$0	-\$309	-309	100%
PIL Canadian Pacific Railway	\$0	\$0	-\$1,047	-1,047	100%
Penalties and Interest					
Interest - Tax Arrears	-\$96,122	-\$96,122	-\$114,251	-210,373	54%
Interest on Cash and Equivalents	-\$36,637	-\$36,637	-\$293,083	-329,720	89%
Penalties - Property Taxes	-\$18,359	-\$18,359	-\$37,244	-55,603	67%
Property Taxes					
Supplemental Billings	\$0	\$0	-\$191,032	-191,032	100%
User Fees, Licenses and Fines					
Other Revenues	-\$4,667	-\$4,667	-\$9,333	-14,000	67%
Revenues Total	-\$272,110	-\$272,110	-\$1,141,005	-1,413,115	81%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Council					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$0	\$1,500	1,500	100%
Travel - Air Fare	\$0	\$0	\$200	200	100%
Travel - Meals	\$0	\$0	\$100	100	100%
Travel - Accommodations & Parking	\$766	\$766	\$734	1,500	49%
Salaries, Wages and Benefits					
Group Benefits	\$4,072	\$4,072	\$27,492	31,564	87%
Remuneration	\$26,420	\$26,420	\$104,184	130,604	80%
Remuneration Related Expenses	\$1,519	\$1,519	\$8,799	10,318	85%
Vehicles and Equipment					
Mileage	\$0	\$0	\$300	300	100%
Expenditures Total	\$32,776	\$32,776	\$143,409	176,185	81%

	Current Quarter \$ Budget					
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining	
Elections						
Expenditures						
Contract Services/Professional Fees						
Professional Fees - Audit	\$0	\$0			N/A	
Contract Services	\$0	\$0	\$1,883	1,883	100%	
Materials and Supplies						
Advertising	\$0	\$0			N/A	
Signage	\$0	\$0	\$0	0	N/A	
Office Equipment and Supplies						
Office Supplies & Equipment	\$0	\$0	\$0	0	N/A	
Professional Development						
Professional Development	\$0	\$0	\$0	0	N/A	
Salaries, Wages and Benefits						
Per Diems	\$0	\$0	\$0	0	N/A	
Utilities						
Postage	\$0	\$0	\$0	0	N/A	
Expenditures Total	\$0	\$0	\$1,883	1,883	100%	
Revenues						
Recoveries						
Election - Other Recoveries	\$0	\$0	\$0		N/A	
Nomination Fees	\$0	\$0	\$0		N/A	
Revenues Total	\$0	\$0	\$0	0	N/A	

	Current Quarter \$ Budget				
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Finance					
Expenditures					
Community Grants					
Community Grants	\$21,870	\$21,870	\$0	21,870	0%
Contract Services/Professional Fees					
Contract Services	\$2,920	\$2,920	\$34,613	37,533	92%
Environmental Service - Garbage Bags	\$5,000	\$5,000	\$4,900	9,900	49%
Professional Fees - Audit	\$0	\$0	\$19,565	19,565	100%
Debt - Penalties and Interest					
Debt Interest Repayment	\$0		\$0		N/A
Principal Repayment	\$0	\$0	\$0	0	N/A
Materials and Supplies					
Advertising and Tax Sale Expenses	\$592	\$592	\$19,552	20,145	97%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$880	880	100%
Office Supplies & Equipment	\$536	\$536	\$3,694	4,230	87%
Professional Development					
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	200	100%
Membership & Subscription Fees	\$621	\$621	\$1,432	2,054	70%
Professional Development	\$0	\$0	\$4,009	4,009	100%
Salaries, Wages and Benefits					
FT Wages	\$58,955	\$58,955	\$302,767	361,722	84%
OT Wages	\$0		\$500	500	100%
Group Benefits	\$6,151	\$6,151	\$31,317	37,467	84%
WSIB	\$1,732	\$1,732	\$8,548	10,280	83%
PT Wages	\$12,424	\$12,424	-\$12,424	0	N/A
FT Wage Related Expenses	\$11,761	\$11,761	\$54,621	66,382	82%
PT Wage Related Expenses	\$1,854	\$1,854	-\$1,854	0	N/A
Utilities					
Communication (phone,fax,internet)	\$1,386	\$1,386	\$4,460	5,846	76%
Postage	\$8,347	\$8,347	\$5,853	14,200	41%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Emergency Management	\$254	\$254	\$1,153	1,407	82%
Bank Service Charges	\$4,595	\$4,595	\$6,905	11,500	60%
Vehicles and Equipment					
Mileage	\$6	\$6	\$44	50	88%
Writeoffs					
Other Write-offs	\$0	\$0	\$0	0	N/A
Expenditures Total	\$139,005	\$139,005	\$490,785	629,790	78%
Revenues					
Recoveries					
Advertising, Legal, and Realtax Fees Recovered	-\$3,266	-\$3,266	-\$16,734	-20,000	84%
Garbage bags	-\$4,704	-\$4,704	-\$5,196	-9,900	52%
Other Recoveries	-\$573	-\$573	-\$427	-1,000	43%
User Fees, Licenses and Fines					
NSF Fees	-\$45	-\$45	-\$945	-990	95%
Tax Certificates	-\$1,768	-\$1,768	-\$7,888	-9,656	82%
Online Service Fee	-\$1,125	-\$1,125	-\$1,375	-2,500	55%
Revenues Total	-\$11,482	-\$11,482	-\$32,564	-44,046	74%

	Current Quarter \$ Budget				
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Heritage Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$0	\$1,000	1,000	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$500	500	100%
Membership & Subscription Fees	\$102	\$102	\$100	202	49%
Salaries, Wages and Benefits					
WSIB	\$0	\$0	\$221	221	100%
PT Wage Related Expenses	\$9	\$9	\$1,361	1,370	99%
Per Diems and PT Wages	\$439	\$439	\$10,653	11,092	96%
Vehicles and Equipment					
Mileage	\$0	\$0	\$300	300	100%
Expenditures Total	\$550	\$550	\$14,285	14,835	96%
Revenues					
Grants					
Federal Young Canada Works Operating Grant	\$0	\$0	-\$6,200	-6,200	100%
Recoveries					
Doors of Puslinch Posters	\$0	\$0	-\$2,400	-2,400	100%
Revenues Total	\$0	\$0	-\$8,600	-8,600	100%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Municipal Office					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$2,932	\$2,932	\$21,868	24,800	88%
Outdoor Maintenance	\$0	\$0	\$500	500	100%
Contract Services/Professional Fees					
Contract Services	\$429	\$429	\$3,487	3,916	89%
Water Protection	\$701	\$701	\$699	1,400	50%
Office Equipment and Supplies					
Kitchen Supplies & Equipment	\$661	\$661	\$3,739	4,400	85%
Utilities					
Heat	\$9,936	\$9,936	\$3,889	13,825	28%
Hydro	\$4,423	\$4,423	\$13,477	17,900	75%
Waste Removal	\$1,535	\$1,535	\$2,115	3,650	58%
Expenditures Total	\$20,618	\$20,618	\$49,773	70,391	71%
Revenues					
Recoveries					
Municipal Office Costs Recovered from Building					
Department	\$0	\$0	-\$21,117	-21,117	100%
Revenues Total	\$0	\$0	-\$21,117	-21,117	100%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
PDAC					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$0	\$1,000	1,000	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	200	100%
Salaries, Wages and Benefits					
Per Diems	\$549	\$549	\$4,724	5,274	90%
Vehicles and Equipment					
Mileage	\$0	\$0	\$50	50	100%
Expenditures Total	\$549	\$549	\$6,124	6,674	92%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Recreation Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	100	100%
Professional Development					
Professional Development	\$0	\$0	\$500	500	100%
Travel - Meals	\$0	\$0	\$50	50	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	200	100%
Salaries, Wages and Benefits					
Per Diems	\$110	\$110	\$3,845	3,955	97%
Vehicles and Equipment					
Mileage	\$0	\$0	\$50	50	100%
Expenditures Total	\$110	\$110	\$4,745	4,855	98%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Youth Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$250	250	100%
Professional Development					
Professional Development	\$0	\$0	\$428	428	100%
Vehicles and Equipment					
Mileage	\$0	\$0	\$50	50	100%
Expenditures Total	\$0	\$0	\$728	728	100%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Parks and Recreation					
Library					
Expenditures					
Utilities					
Water Protection	\$549	\$549	\$2,151	2,700	80%
Library Historical Society Rent	\$0	\$0	\$5,700	5,700	100%
Expenditures Total	\$549	\$549	\$7,851	8,400	93%
Revenues					
Recoveries					
Costs Recovered from County	\$0	\$0	-\$4,000	-4,000	100%
Revenues Total	\$0	\$0	-\$4,000	-4,000	100%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$1,724	1,724	100%
Water Protection	\$0	\$0	\$0	0	N/A
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	1,000	100%
Outdoor Maintenance	\$241	\$241	\$15,759	16,000	98%
Professional Development					
Professional Development	\$0	\$0	\$1,500	1,500	100%
Salaries, Wages and Benefits					
FT Wages	\$6,533	\$6,533	\$146,916	153,448	96%
Group Benefits	\$643	\$643	\$18,303	18,946	97%
OT Wages	\$0	\$0	\$1,000	1,000	100%
PT Wages	\$0	\$0	\$0	0	N/A
WSIB	\$204	\$204	\$4,569	4,772	96%
FT Wage Related Expenses	\$1,276	\$1,276	\$27,736	29,012	96%
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A
Utilities					
Fuel	\$0	\$0	\$6,485	6,485	100%
Hydro	\$336	\$336	\$2,964	3,300	90%
Insurance	\$12,352	\$12,352	\$181	12,532	1%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$152	\$152	\$2,648	2,800	95%
Mileage	\$0	\$0	\$0	0	N/A
Vehicle Maintenance	\$0	\$0	\$350	350	100%
Expenditures Total	\$21,737	\$21,737	\$231,134	252,871	91%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	\$0	0	N/A
User Fees, Licenses and Fines					
Aberfoyle/Morriston Ball Park/ Morriston Meadows	\$0	\$0	-\$13,007	-13,007	100%
Horse Paddock Rental	\$0	\$0	-\$61	-61	100%
Picnic Shelter	\$0	\$0	-\$1,084	-1,084	100%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Soccer Field Rentals	\$125	\$125	-\$6,332	-6,207	102%
Tennis Court Rentals Revenues Total	\$67 \$191				

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Optimist Recreation Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$1,074	\$1,074	\$7,926	9,000	88%
Outdoor Maintenance	\$34	\$34	\$7,966	8,000	100%
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$563	563	100%
Water Protection	\$43	\$43	\$957	1,000	96%
Materials and Supplies					
Advertising	\$0		\$1,000	1,000	100%
Clothing, Safety Allowance	\$0	\$0	\$600	600	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$26	\$26	\$74	100	74%
Professional Development					
Professional Development	\$0		\$0		N/A
Travel - Meals	\$0		\$50	50	
Membership & Subscription Fees	\$0	\$0	\$0	0	N/A
Salaries, Wages and Benefits					
FT Wages	\$6,533	\$6,533	\$83,784	90,316	93%
Group Benefits	\$643	\$643	\$14,040	14,683	
OT Wages	\$1,252	\$1,252	\$2,748	4,000	69%
WSIB	\$623	\$623	\$3,230	3,854	84%
PT Wages	\$16,472	\$16,472	\$13,928		
FT Wage Related Expenses	\$1,402	\$1,402	\$16,097	17,499	
PT Wage Related Expenses	\$2,310	\$2,310	\$3,525	5,836	60%
Utilities					
Heat	\$3,870		\$1,880	5,750	33%
Hydro	\$15,920	\$15,920	\$15,080	31,000	
Insurance	\$12,352	\$12,352	\$181	12,532	1%
Waste Removal	\$1,214	\$1,214	\$1,686	2,900	58%
Communication (phone,fax,internet)	\$775	\$775	\$2,739	3,514	78%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$7,356	\$7,356	\$3,244	10,600	31%
Mileage	\$0	\$0	\$50	50	100%
Expenditures Total	\$71,898	\$71,898	\$181,348	253,246	72%

	Current Quarter Actuals		\$ Budget Remaining	2025 Budget	% Remaining
Revenues					
Recoveries					
Other Recoveries	\$54	\$54	-\$491	-437	112%
User Fees, Licenses and Fines					
Arena Summer Rentals	\$0	\$0	-\$7,633	-7,633	100%
Gymnasium Rental	-\$10,780	-\$10,780	-\$15,768	-26,548	59%
Ice Rental - Non-Prime	-\$468	-\$468	\$234	-234	-100%
Ice Rental - Prime	-\$34,251	-\$34,251	-\$4,617	-38,867	12%
Rink Board and Ball Diamond Advertising	-\$848	-\$848	-\$424	-1,272	33%
Revenues Total	-\$46,293	-\$46,293	-\$28,698	-74,991	38%

	Current Quarter		\$ Budget				
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining		
Puslinch Community Center							
Expenditures							
Building Maintenance							
Cleaning, Maintenance & Supplies - Interior	\$358	\$358	\$6,142	6,500	94%		
Outdoor Maintenance	\$0	\$0	\$4,000	4,000	100%		
Contract Services/Professional Fees							
Contract Services	\$162	\$162	\$5,185	5,347	979		
Water Protection	\$1,129	\$1,129	\$2,571	3,700	69%		
Materials and Supplies							
Advertising	\$0	\$0	\$1,000	1,000	100%		
Clothing, Safety Allowance	\$0	\$0	\$520	520	100%		
Office Equipment and Supplies							
Office Supplies & Equipment	\$26	\$26	\$74	100	74%		
Kitchen Supplies & Equipment	\$89	\$89	\$1,411	1,500	94%		
Professional Development							
Professional Development	\$0	\$0	\$0	0	N/A		
Travel - Meals	\$0	\$0	\$50	50	100%		
Travel - Accommodations & Parking	\$0	\$0	\$0	0	N/A		
Membership & Subscription Fees	\$0	\$0	\$0	0	N/A		
Salaries, Wages and Benefits							
FT Wages	\$17,875	\$17,875	\$77,535	95,411	81%		
Group Benefits	\$1,696	\$1,696	\$8,575	10,271	83%		
OT Wages	\$437	\$437	\$63	500	13%		
WSIB	\$325	\$325	\$2,639	2,964	89%		
PT Wages	\$0	\$0	\$0	0	N/A		
FT Wage Related Expenses	\$3,238	\$3,238	\$14,862	18,100	82%		
PT Wage Related Expenses	\$0	\$0	\$0	0	N/A		
Utilities							
Heat	\$3,988	\$3,988	\$1,212	5,200	23%		
Hydro	\$4,669	\$4,669	\$6,931	11,600	60%		
Insurance	\$12,352	\$12,352	\$181	12,532	19		
Waste Removal	\$4,850	\$4,850	\$7,750	12,600	62%		
Communication (phone,fax,internet)	\$748	\$748	\$2,192	2,940	75%		
Vehicles and Equipment							
Mileage	\$0	\$0	\$50	50	100%		

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Expenditures Total	\$51,943				73%
Revenues					
Grants					
Small Water Works Funding	\$0	\$0	-\$5,167	-5,167	100%
Recoveries					
Other Recoveries	\$0	\$0	-\$5,000	-5,000	100%
User Fees, Licenses and Fines					
Alf Hales Room	-\$993	-\$993	-\$10,385	-11,378	91%
Archie MacRobbie Hall - Non-Prime	-\$1,401	-\$1,401	-\$19,646	-21,047	93%
Archie MacRobbie Hall - Prime	-\$1,173	-\$1,173	-\$33,566	-34,739	97%
Commercial Rentals	\$0	\$0	-\$1,016	-1,016	100%
Kitchen Facilities	-\$944	-\$944	-\$2,865	-3,809	75%
Licensed Events Using Patio	\$0	\$0	-\$346	-346	100%
Revenues Total	-\$4,510	-\$4,510	-\$77,992	-82,502	95%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Planning					
Planning					
Expenditures					
Community Grants					
CIP Grants and other Economic Development Programs	\$247	\$247	\$19,607	19,854	99%
Contract Services/Professional Fees					
Contract Services	\$8,548	\$8,548		121,158	93%
Professional Fees - Engineering & Environmental	-\$19,037	-\$19,037	\$157,637	138,600	114%
Professional Fees - Legal	\$495		\$88,755		
Professional Fees - Mini Lakes Water Monitoring	\$0	\$0	\$3,700	3,700	100%
Materials and Supplies					
Advertising	\$0	\$0	\$5,378	5,378	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$39	\$39	\$161	200	81%
Professional Development					
Professional Development	\$0			2,250	100%
Travel - Meals	\$0			50	100%
Travel - Accommodations & Parking	\$0			200	100%
Membership & Subscription Fees	\$1,228	\$1,228	\$376	1,604	23%
Salaries, Wages and Benefits					
FT Wages	\$23,964		\$99,052	123,016	81%
Group Benefits	\$1,398			8,448	83%
OT Wages	\$0	**	****	500	100%
WSIB	\$485			3,817	87%
Group Benefits PT	\$0				N/A
FT Wage Related Expenses	\$4,514	\$4,514	\$18,221	22,735	80%
Utilities					
Communication (phone,fax,internet)	\$0	\$0	\$100	100	100%
Vehicles and Equipment					
Mileage	\$0	\$0	\$50	50	100%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
Expenditures Total	\$21,880	\$21,880	\$519,030	540,910	96%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	-\$24,102	-\$24,102	-\$75,899	-100,000	76%
User Fees, Licenses and Fines					
Agreements	\$0	**	+=100.	-2,561	
Consent Review and Clearance	-\$320	-\$320	-\$2,935		
Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	0	N/A
Lifting of Holding Designation Fee (Zoning)	\$0	\$0	-\$1,516	-1,516	100%
Minor Variance Application	-\$5,412	-\$5,412	-\$16,696	-22,108	76%
Ownership List Confirmation	-\$79	-\$79	-\$1,136	-1,215	93%
Part Lot Control Exemption By-law	\$0	\$0	\$0	0	N/A
Pre-Consultation	-\$5,600	-\$5,600	-\$300	-5,900	5%
Site Plan Control	-\$24,952	-\$24,952	-\$56,010	-80,962	69%
Telecommunication Tower Proposals	-\$1,079	-\$1,079	\$0	-1,079	0%
Zoning By-law Amendment	-\$17,625	-\$17,625	-\$35,250	-52,875	67%
Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	0	N/A
Compliance Letter	-\$492	-\$492	-\$3,624	-4,116	88%
Application Reactivation	\$0	\$0	\$0	0	N/A
Additional Public Information Meeting	\$0	\$0	\$0	0	N/A
Third and Subsequent Submission	\$0	\$0	-\$600	-600	100%
Revenues Total	-\$79,661	-\$79,661	-\$196,527	-276,187	71%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals		2025 Budget	% Remaining
Public Works					
Public Works					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$3,655	\$3,655	\$34,492	38,147	90%
Professional Fees - Engineering & Environmental	\$0	\$0	\$1,000	1,000	100%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	1,000	100%
Clothing, Safety Allowance	\$540	\$540	\$2,660	3,200	83%
Signage	\$0	\$0	\$14,500	14,500	100%
Office Equipment and Supplies					
Office Supplies & Equipment	\$41	\$41	\$109	150	73%
Professional Development					
Professional Development	\$0	\$0	\$6,200	6,200	100%
Travel - Meals	\$0	\$0	\$350	350	100%
Membership & Subscription Fees	\$239	\$239	\$490	729	67%
Roads and Related Costs					
Calcium	\$0	\$0	\$76,000	76,000	100%
Maintenance Gravel	\$0	\$0	\$75,000	75,000	100%
Pavement Markings	\$0		\$35,500	35,500	100%
Permits	\$0				100%
Road Maintenance Supplies	\$0		\$35,400	35,400	100%
Shop Overhead	\$2,191	\$2,191	\$6,509		75%
Sidewalk Repairs	\$0	\$0	\$5,000		100%
Speed Monitor	\$0	\$0	\$0	0	N/A
Tree Maintenance Program	\$0	\$0	\$32,000	32,000	100%
Winter Maintenance	\$15,901	\$15,901	\$234,099	250,000	94%
Railway Maintenance and Upgrades	\$0	\$0	\$5,000	5,000	100%
Street Lights: Repairs and Hydro Expenses	\$3,620	\$3,620	\$11,230	14,850	76%
Municipal Street Naming	\$0	\$0	\$1,000	1,000	100%
Salaries, Wages and Benefits					
FT Wages	\$123,530	\$123,530	\$443,532	567,062	78%
Group Benefits	\$10,947	\$10,947	\$58,822		84%
OT Wages	\$47,544	\$47,544		27,795	-71%
Seasonal Wages	\$26,440	\$26,440	-\$7,877	18,564	-42%

	Current Quarter		\$ Budget		
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining
WSIB	\$4,608	\$4,608	\$13,386	17,994	74%
FT Wage Related Expenses	\$27,793	\$27,793	\$78,637	106,430	74%
Seasonal Wage Related Benefits	\$4,037	\$4,037	-\$474	3,563	-13%
Utilities					
Fuel	\$48,186	\$48,186	\$55,518	103,704	54%
Hydro	\$368	\$368	\$332	700	47%
Insurance	\$86,461	\$86,461	\$1,266	87,727	1%
Waste Removal	\$0	\$0	\$500	500	100%
Communication (phone,fax,internet)	\$443	\$443	\$2,228	2,671	83%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$0	\$0	\$1,000		100%
Mileage	\$0	\$0	\$100	100	100%
Vehicle Maintenance	\$17,210	\$17,210	\$24,790	42,000	59%
Vehicle Plates	\$0	\$0	\$6,595	6,595	100%
Expenditures Total	\$423,755	\$423,755	\$1,236,246	1,660,000	74%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$28,516	-28,516	100%
Third Party Cost Recovery	\$0	\$0	-\$100	-100	100%
User Fees, Licenses and Fines					
Entrance Permit	-\$1,042	-\$1,042	-\$2,250		68%
Oversize-Overweight Load Permits	-\$357	-\$357	-\$119	-476	25%
Municipal Street Naming	\$0	\$0	-\$1,000	-1,000	100%
Revenues Total	-\$1,399	-\$1,399	-\$31,985	-33,384	96%

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2025 Budget	% Remaining
Source Water Protection					
Source Water Protection					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$0	\$0	\$10,152	10,152	100%
Expenditures Total	\$0	\$0	\$10,152	10,152	100%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$20,520	-20,520	100%
Revenues Total	\$0	\$0	-\$20,520	-20,520	100%
Grand Total	\$893,650	\$893,650	\$3,602,594	4,496,243	80%

Report FIN-2025-022 - First Quarter Financial Report - 2025 Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget	2025 Budget	% Remaining	2024 - First Quarter %
Expenditures	Actuals	TTD Actuals	Remaining	2023 Budget	70 Remaining	Remaining
Administration	\$230.698	\$230.698	\$959,883	1.190.581	81%	78%
Building	\$170,291	\$170.291			80%	80%
Bv-law	\$49,358	\$49.358	\$303.820	353.178	86%	86%
Corporate	\$47,642	\$47,642	\$184,147	231,789	79%	68%
Council	\$32,776	\$32,776	\$143,409	176,185	81%	78%
Elections	\$0	\$0	\$1,883	1,883	100%	0%
Finance	\$139,005	\$139,005	\$490,785	629,790	78%	81%
Fire and Rescue	\$239,595	\$239,595	\$779,012	1,018,606	76%	73%
Heritage Committee	\$550	\$550	\$14,285	14,835	96%	97%
Library	\$549	\$549	\$7,851	8,400	93%	79%
Municipal Office	\$20,618	\$20,618	\$49,773	70,391	71%	76%
Parks	\$21,737	\$21,737	\$231,134	252,871	91%	93%
PDAC	\$549	\$549	\$6,124	6,674	92%	93%
Planning	\$21,880	\$21,880	\$519,030	540,910	96%	83%
Public Works	\$423,755	\$423,755	\$1,236,246	1,660,000	74%	69%
Recreation Committee	\$110	\$110	\$4,745	4,855	98%	98%
Source Water Protection	\$0	\$0		10,152	100%	100%
Optimist Recreation Center	\$71,898			253,246	72%	59%
Puslinch Community Center	\$51,943	\$51,943	\$142,942	194,885	73%	81%
Youth Committee	\$0	\$0	\$728	728	100%	100%
Expenditures Total	\$1,522,954	\$1,522,954	\$5,940,945	7,463,899	80%	76%

Report FIN-2025-022 - First Quarter Financial Report - 2025 Schedule B - Expense and Revenue Summary

	Current					2024 - First
	Quarter		\$ Budget			Quarter %
	Actuals	YTD Actuals	Remaining	2025 Budget	% Remaining	Remaining
Revenues						
Administration	-\$757	-\$757	-\$14,901	-15,659	95%	34%
Building	-\$179,658	-\$179,658	-\$528,986	-708,644	75%	78%
By-law	-\$24,145	-\$24,145	-\$95,153	-119,298	80%	97%
Corporate	-\$272,110	-\$272,110	-\$1,141,005	-1,413,115	81%	83%
Elections	\$0	\$0	\$0	0	N/A	N/A
Finance	-\$11,482	-\$11,482	-\$32,564	-44,046	74%	57%
Fire and Rescue	-\$9,482	-\$9,482	-\$113,750	-123,232	92%	91%
Heritage Committee	\$0	\$0	-\$8,600	-8,600	100%	100%
Library	\$0	\$0	-\$4,000	-4,000	100%	100%
Municipal Office	\$0	\$0	-\$21,117	-21,117	100%	100%
Parks	\$191	\$191	-\$22,552	-22,361	101%	100%
Planning	-\$79,661	-\$79,661	-\$196,527	-276,187	71%	100%
Public Works	-\$1,399	-\$1,399	-\$31,985	-33,384	96%	98%
Source Water Protection	\$0	\$0	-\$20,520	-20,520	100%	100%
Optimist Recreation Center	-\$46,293	-\$46,293	-\$28,698	-74,991	38%	43%
Puslinch Community Center	-\$4,510	-\$4,510	-\$77,992	-82,502	95%	87%
Revenues Total	-\$629,304	-\$629,304	-\$2,338,352	-2,967,656	79%	83%
Grand Total	\$893,650	\$893,650	\$3,602,594	4,496,243	80%	70%

Report FIN-2025-022 - First Quarter Financial Report - 2025 Schedule C - Other Financial Data

				1		
	31-Jan-25	31-Jan-24	28-Feb-25	28-Feb-24	31-Mar-25	31-Mar-24
Total Taxes Billed	<u>\$0</u>	<u>\$0</u>	<u>\$7,874,875</u>	\$7,421,911	<u>\$7,874,875</u>	\$7,421,911
In-year Township Tax Adjustments						
Taxes Written Off	-\$1,242	-\$321	-\$1,244	-\$721	-\$1,244	-\$721
Supplemental Billings	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net Taxes Billed	-\$1,242	-\$321	\$7,873,631	\$7,421,190	\$7,873,631	\$7,421,190
Total Outstanding Taxes & Interest	\$2,329,247	\$1,399,558	\$3,664,211	\$2,677,180	\$2,034,087	\$1,510,074
Cash, Temporary Investments, and Interes	t Income					
Unrestricted Cash	\$2,231,279	\$1,159,101	\$9,518,580	\$9,161,502	\$4,078,721	\$3,384,463
Unrestricted Temporary Investments	\$3,039,833	\$2,196,121	\$3,039,833	\$2,196,121	\$3,041,797	\$2,200,016
Unrestricted Interest Income	-\$17,019	-\$26,194	-\$24,541	-\$32,639	-\$36,637	-\$50,451
Restricted Cash	\$2,034,012	\$4,647,467	\$1,121,315	\$2,753,793	\$1,147,775	\$2,791,740
Restricted Temporary Investments	\$3,019,245	\$1,436,097	\$3,019,245	\$1,436,097	\$3,019,245	\$1,436,097
Restricted Interest Income	-\$6,202	-\$20,732	-\$12,182	-\$41,557	-\$16,632	-\$58,435



REPORT ADM-2025-023

TO: Mayor and Members of Council

PREPARED BY: Lynne Banks, Development & Legislative Coordinator

PRESENTED BY: Lynne Banks, Development & Legislative Coordinator

MEETING DATE: June 18, 2025

SUBJECT: Planning and Development Advisory Committee 2022-2026 Goals and

Objectives Progress Report - Update

RECOMMENDATION

That Report ADM-2024-023 entitled Planning and Development Advisory Committee 2022-2026 Goals and Objectives Progress Report - Update be received for information; and,

That Council direct staff to implement the Planning and Development Advisory Committee's recommendations regarding the Minor Variance application process as part of the 2025/2025 Corporate workplan as follows:

- 1. Review and update of the Minor Variance Application Form in accordance with the recommendations outlined in report PDAC 2025-001 Minor Variance Questionnaire;
- Review and update of the Minor Variance Application Process Guide in accordance with the recommendations outlined in report PDAC 2025-001 – Minor Variance Questionnaire;
- 3. Review and update of the Building and Renovation Page in accordance with the recommendations outlined in report PDAC 2025-001 Minor Variance Questionnaire.

Purpose

The purpose of this report is to provide Council with an update on the Planning and Development Advisory Committee (PDAC) 2022-2026 Goals and Objectives and to seek Council's approval of the Committee's recommendation regarding improvements to the Minor Variance application process.

Background

At the beginning of each term of Council, the Township's Advisory Committee's develop a list of Goals and Objectives for Council's approval and endorsement. The Committee's Goals and Objectives are reviewed at each meeting and additional Goals and Objective's may be added throughout the term through either Council's referral or the Committee completing a Goals/Objectives Proposal for Council's approval and endorsement. The purpose of the Goals and Objectives is to provide a structured timeline for the completion of the PDAC initiatives.

At its meeting on December 17, 2024, Council approved Staff's recommendation that the Committee of Adjustment's goals/objectives be referred to PDAC as the Committee of Adjustment is a quasi-judicial Committee and it would be more appropriate for all goals/objectives to be completed PDAC as the Advisory Committee which has a mandate related to planning matters within the Township.

Comments

Below is an update for each of the approved goals or objectives. It should be noted that there was a delay in starting the goals due to the resignation of committee members.

Minor Variance Process Questionnaire

The Sub-Committee worked with Staff to create a questionnaire which was circulated to all agents/applicants who submitted Minor Variance applications from January 2022-November 2024. The Sub-Committee provided a report at the May 13, 2025, Planning and Development Advisory Committee meeting, attached hereto as Schedule "A", providing an overview of the responses/results of the questionnaire and the Sub-committees recommendations for improvements based on the process. The Committee passed the following resolution at the May 13, 2025, Committee meeting:

Resolution 2025-017: Moved by Committee Member Paul Sadhra and Seconded by Committee Member Kim McCarthy

That Report PDAC-2025-001 – Minor Variance Questionnaire be received for information and that the Sub-Committee's recommendations be provided to Council.

CARRIED

Housekeeping Amendment Recommendations - Minor Variance Approvals Review Review to begin July 2025 with recommendations to be presented to Council at a future date.

Housekeeping	Amendment	Recommendations	- Consent A	Approvals	Review

Review to begin July 2025 with recommendations to be presented to Council at a future date.

Training Opportunities

Legislative Coordinator

Two committee members attended the Ontario Association of Committee of Adjustment

Lynne Banks, Development and	Justine Brotherston,
Respectfully submitted,	Reviewed by:
Schedule "A" - PDAC Subcommittee Memo 2025-001	
<u>Attachments</u>	
None	
Applicable Legislation and Requirements	
None	
Financial Implications	
an overview of the takeaways from the Conference at	t a future Committee meeting.
Annual Conference in Blue Mountain on May 13, 202	·

Municipal Clerk (Interim)

COMMITTEE MEMO PDAC 2025-001

TO: Committee of Adjustment Members

FROM: Amanda Knight and Chris Pickard

Members, Committee of Adjustment

MEETING DATE: May 13, 2025

SUBJECT: Minor Variance Questionnaire

RECOMMENDATIONS

That Committee Memo PDAC 2025-001 Minor Variance Questionnaire be received for information; and,

That the Planning and Development Advisory Committee recommend that Council direct staff to include the following projects to be completed as part of the 2025/2026 Corporate Work Plan:

- 1. Review and update of the Minor Variance Application Form in accordance with the recommendations outlined in the report;
- 2. Review and update of the Minor Variance Application Process Guide in accordance with the recommendations outlined in the report;
- 3. Review and update of the Building and Renovation Page in accordance with the recommendations outlined in the report.

Purpose

The purpose of this memo is to provide the Committee with feedback received regarding a questionnaire that was sent to applicants of previous Minor Variance applications for the purpose of improving processes and procedures related to the applications.

Background

On June 13, 2023 the Committee of Adjustment passed the following resolution,

Sub-committee to draft a questionnaire for circulation to agents and/or property owners to be reviewed by staff and the Committee. Staff to provide a report regarding feedback received in December of each year.

51 questionnaires were sent out, encompassing a two year period of Minor Variance applications with 9 responses received by end of December, 2024.

The intent was that the sub-Committee and staff would analyze and summarize the results of this questionnaire and present those results to the Committee of Adjustment at the beginning of each calendar year, or at such other time as the Committee requests. For various reasons, this first such effort by the Committee was delayed. The recommendations are to address how the process could potentially be approved, based solely on the feedback and its reasonableness. The Committee will then make any appropriate recommendations to Council, and where Council approves the recommendations, the Committee and staff can implement the appropriate measures.

Objective

In an effort to ensure that the Township is conducting an effective and efficient Minor Variance application process, the Committee of Adjustment sub-committee members recommended that a questionnaire be created to obtain feedback from the public on their Minor Variance application experience.

The Committee was also interested in gathering more information about the Minor Variance initiation process and the main catalysts for applications. The Committee self-identified the following categories:

- 1. Complaint/enforcement related applications
- 2. Proactive applications

Targeted Audience

The core audience that was suggested were agents and/or property owners who have been involved, in some capacity, in the Minor Variance application process, with the purpose of identifying participants with whom staff had been in most frequent contact with and would have the most first-hand experience. It was suggested that those who inquired about and/or started the process but did not see it through to completion be included within this audience, however, unless a minor variance application is submitted, this would be difficult to track.

A secondary suggested audience was contractors and/or tradespersons involved in the planning, engineering and/or construction of the related project. Their insight into the Minor Variance Application process would be valuable to evaluate the reasonableness and practically of requested supporting documentation. It should be noted that some of the agents acting for the homeowner were contractors or tradespersons and were included in the questionnaire circulation.

The questionnaire is attached to this memo as Attachment "A". A summary of the responses is attached to this memo as Attachment "B"

<u>Analysis of Responses</u>

Need for Minor Variance

Four of the nine (4/9) responses indicated that the need for a minor variance was 'reactive'; that is, the applicant or the applicant's agent did not identify the need for a minor variance themselves, but that Township staff identified the need. There is a small contradiction to the results of the third question, where respondents indicated that six of the nine (6/9) respondents relied on Township staff to identify the need for a Minor Variance. Regardless, the conclusion that can be drawn is that staff are diligently identifying needs for Minor Variances but that applicants may not fully understand that a Building Permit or other similar approval may require a Minor Variance. There is insufficient response information to the second question to offer a recommendation as to why applicants require retroactive relief.

One respondent was unaware that the Zoning By-law would apply in this matter and complained regarding the level of fees involved for a matter they considered very minor; similarly, they were not aware of the natural environment characterization of their site. It may be useful to more intentionally remind Township residents that the Zoning By-law applies to their properties, and includes matters such as how close sheds, propane tanks, swimming pool equipment, etc. can be to property lines.

Recommendation: The sub-Committee recommends that:

- the Building Department add more information to their parts of the Township website to
 encourage applicants to review the Zoning By-law and self-determine their project's
 compliance or non-compliance with the Zoning By-law prior to submitting an application,
 or to call for advice. Links to the interactive zoning map on the County website may be
 helpful
- 2. the Township more intentionally advertise the applicability of the Zoning By-law to residents, to contractors, and to real estate agents.

Ease of Application

Four respondents found it easy to submit, four found it difficult to submit and one was neutral. In general, it seems that the professional planners found the process easy and individual property owners found the process more difficult. There was one comment that complimented the Township on the quality of communications during the process, and the sub-Committee recommends that this support continue.

In reviewing the responses, there may have been misunderstandings in the ratings for 'ease of submission'. The rating number does not always correspond to the text comments. For the purposes of this memorandum the numeric ratings are taken into account, but the next survey may want to assess the rating mechanism to support clearer responses.

The survey contemplated the use of both paper and CloudPermit submissions, and as the Township has standardized on CloudPermit as the submission process, there are no comments or suggestions to make in this regard. We make comments below regarding format and simplicity of the application.

Seven of the nine (7/9) respondents found the deadlines easy to understand, while two of the nine (2/9) did not. As the vast majority of respondents were satisfied, there are no recommendations to make in regard to changing that information.

Six of nine (6/9) respondents felt that more information from the Township would be helpful, and most respondents use the Township website to get that information.

Respondents included comments on the costs and the requirement for a Commissioner of Oaths. The requirement for the application to be witnessed by a Commissioner of Oaths is a legislative requirement and the sub-Committee has no comment on either that requirement or the level of fees.

Two respondents suggested having a 'minor' minor variance process for the simplest requests, and one of the respondents suggested this could be at a reduced (or no) fee. The sub-Committee suggests that having a separate process is not viable, but that a revised form could offer a solution to the simplest requests.

<u>Recommendation</u>: The sub-Committee recommends three areas for potential improvement, based on responses from respondents:

- Consider reformatting the Minor Variance application form so that only the most basic and necessary information is requested for simple applications. For example, consider making the MDS information a secondary form or appendix, with a statement in the main form as to whether or not it applies. This may make it simpler for the non-professional applicant to understand and complete the form, and reduce the time demands on Township staff.
- 2. Township staff should continue to refine the 'Minor Variance Guide' that staff have already produced, and which was most recently updated in January 2025; it is on the Township's Planning and Development pages. Consider adding a checklist to the Guide, such as a list of required documents...surveys, drawings, fees so that applicants have advance knowledge (to the extent possible) of the documentation needed; the sub-

Committee acknowledges that some document requirements may only be determined after Township staff review the initial application. Alternatively, add the checklist to the application. Consider removing the imperial measurements component from the application and standardizing on metric to be consistent with the Zoning By-law.

The availability of Township staff for consultation, guidance and support in preparing the Minor Variance applications be emphasized in the Township publications.

Financial Implications

None

Attachments

Attachment "A" – Questionnaire sent to Applicants/Agents

Attachment "B" – Summary of Questionnaire Responses

Attachment "A"

Proposed Questionnaire

- 1. In the last 2 years you were involved in a minor variance application to the Township of Puslinch. Was this due to:
 - a. Proactive planning such as knowing your initiative needed such planning approvals before you started construction.
 - b. A Zoning By-law non-conformance was observed after the fact, and you needed to ask for retroactive relief?
- 2. If the answer to Question 1.b. was yes, why did this non-conformance occur?
 - a. Because you did not know the Zoning By-law applied to the matter?
 - b. Because you relied on your contractor to know the Zoning By-law applied to your situation and you relied on them to follow the law?
 - c. Because the non-conformance existed when you bought the property and you did not know at the time that there was a non-conformance?
 - d. Other (please explain)
- 3. How was the need for a minor variance identified?
 - a. During the project planning process, such as by your designer or builder?
 - b. During the Building Department's review of the plans for a building permit?
 - c. During an inspection of your property for other reasons, such as during construction?
- 4. How easy was it to submit the minor variance application? Explain your answer. (insert sliding scale, 1-10: extremely difficult to extremely easy)
- 5. Timelines: Did you understand the process and the timelines involved? Please briefly explain your answer.
- 6. If you were also involved in a severance application that required a subsequent minor variance, did you understand the multistep process required for that to happen?
- 7. Do you think the Township should provide more communication regarding the Zoning By-law and when a Minor Variance is required?

(insert sliding scale, 1 - 10: extremely difficult to extremely easy)

8. How do you typically search for Township information/what do you think is the most effective?

- a. Social media (facebook, Instagram, twitter)
- b. Website
- c. Newspaper
- 9. Are there any additional resources that would have assisted you through the process, such as:
 - a. Minor Variance Checklist
 - b. Minor Variance Guide
 - c. Other: please offer your suggestions

Attachment "B"

Summary of Questionnaire Responses

Minor Variance questionnaire results

In the last two years you were involved in a minor variance application with the Township of Puslinch. Was this due to:

- Proactive application (e.g. Variance requirement identified prior to building permit submission) - 5
- Reactive application (e.g. Variance requirement identified through Planning Act Application or Building Permit Application review) - 4

How was the need of the minor variance identified?

- By the agent or planner prior to application submission 3
- By Township staff during application review 6
- By Township staff during a site/building inspection

How was your application submitted?

- Form on Township Website 2
- Paper Form 1
- CloudPermit 6

Note: As of March 2024 all Minor Variance Applications were required to submit applications through CloudPermit

On a scale of 1-10, how easy was it to submit the minor variance application? (1 being extremely easy and 10 being extremely difficult). 4 easy, 4 difficult, 1 middle

What aspects of the application process made it easier or more difficult?

If more detailed information was requested by Township, application could have been expedited

Ensuring data was correct. Some issues regarding knowledge of process

Too many questions in application for a simple structure replacement, questions were unrelated and fee was too high

Had to attend at office to swear affidavit

Great communication during process

Provide as much info as possible

Question & answer information table

Communication was easy, overall process was easy

Easy to understand and follow

Were the submission deadlines easy to understand? Yes - 7 no - 2

Do you think additional information would be beneficial from the Township regarding the Minor Variance process?

- Yes 6
- No 3

How do you typically search for Township information?

- Social media (Facebook, Instagram, X)
- Township Website 8
- Print Newspaper 1
- Digital Newspaper
- Township Newsletter (Sent bi-annually with property tax bill)

What do you think is the most effective form of communication?

- Social media (Facebook, Instagram, X)
- Township Website 8
- Print Newspaper
- Digital Newspaper
- Township Newsletter (Sent bi-annually with property tax bill) 1

Are there any additional resources that would have assisted you through the process, such as:

- Minor Variance Checklist 4
- Minor Variance Guide 5

Other – Minor variance category for small changes to avoid high cost and bureaucracy

Were the submission deadlines easy to understand

Yes - 8

No - 1



REPORT ADM-2025-024

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: June 18, 2025

SUBJECT: Heritage Designation By-law for 2025 Designation Objection

RECOMMENDATION

That Report ADM-2025-024 entitled Heritage Designation By-law for 2025 Designation Objection be received; and,

Whereas Township of Puslinch Council stated its intention to designation the property municipally known as 86 Farnham Road; and,

Whereas the Heritage Advisory Committee at its meeting held on June 2, 2025 considered the objection in accordance with the *Ontario Heritage Act, R.S.O. 1990, c. O.18* (the Act) for the property municipally known as 86 Farnham and recommends that Council proceeds with the designation process for the aforementioned property;

Therefore be it resolved,

That Council [affirms/withdraws] its decision to designate 86 Farnham Road pursuant to Section 29, Part IV of the Act; and,

That Council give three readings to BL2025-062 being a by-law to designate the property municipally known as 86 Farnham Road.

Purpose

The purpose of this report is to advise Council of the objection to Council's Notice of Intention to designate for the property municipally known as 86 Farnham Road and present the designation by-law for 86 Farnham Road in accordance with Section 29 of the *Ontario Heritage Act, R.S.O. 1990, c. O.18* (the Act). Furthermore, the report seeks Council's direction to proceed with the designation process.

Background

Council, at its meeting on April 16, 2025, stated its intention to designate for the property municipally known as 86 Farnham Road as identified in the list of the 2025 priority properties recommended for designation by the Township's Heritage Advisory Committee.

Staff received an objection to designation on May 14, 2025, attached as Schedule A to this report. The objection was then reviewed by the Heritage Advisory Committee and the Committee, at its meeting on June 2, 2025, discussed the aforementioned topic and resolved as follows:

Resolution No. 2025-024: Moved by Andy Day and Seconded by Lily Klammer-Tsuji

That Report HER-2025-009 entitled Heritage Designation Objection be received; and,

That the Committee recommends that Council proceed with the designation of 86 Farnham Road; and,

That the Committee provides the following comments for Council's consideration:

- The listed heritage attributes in the Statement of Cultural Heritage Value or Interest appear to be intact;
- The conservation of the property is integral to the Township's history and the Arkell community;
- The structure is a representative example of a transitional two-storey Victorian/Edwardian-style residence, built in 1901 and unique to the Village of Arkell.

CARRIED

The Township's Heritage Designation process for this property is as follows:

Designation Process Milestone	Date	Details/Status
Heritage Designation Feedback	July 6, 2023	The property owners indicated on
Letter		the Heritage Designation Process
		Feedback Form that they were not
		interested in having the property
		designated or documented.
Notice of Priority Property	September 5, 2024	Complete
Site Visits	N/A	Staff did not complete a site visit
		of 86 Farnham Road. The
		property owners indicated they
		were away during the scheduled

2025 Open House	November 6, 2024	site visit times in the Fall of 2024. Staff reached out asking to schedule an alternative time for a site visit and did not hear back. Complete
Peer Review of Statements of Cultural Heritage Value and/or Interest	December 2024- March 2025	Complete
Council States Intention to Designate	April 16, 2025	Complete
Circulate Notice of Intention to Designate	April 16, 2025	Mailed to Property Owner and Ontario Heritage Trust, notices posted to Township website.
Objection Deadline (30 days from Notice of Intention to Designate)	May 16, 2025	Staff received an objection for 86 Farnham Road on May 14, 2025.
Heritage Advisory Committee to Review Objection	June 2, 2025	The Committee held a Special meeting to discuss the objection and determined to recommend proceeding with the designation of the property.
Staff Consultation with Property Owners	June 10, 2025	Staff met with the property owners of 86 Farnham Road to discuss outstanding concerns and the objection letter received.
Final day to pass Designation By- law (120 days from Notice of Intention to Designate)	August 15, 2025	

Objection

86 Farnham Road

The Notice of Objection received for 86 Farnham Road (Schedule A) summarizes the changes to the structure, barn, and property that have taken place. This includes changes to the structure such as internal renovations, additions, and brick repairs. Based on the information provided by the property owner through their objection it appears that the majority of the identified heritage attributes remain in place and therefore remains worthy of designation as recommended by the Heritage Advisory Committee.

Options for Council:

Option 1 (Recommended)

Council can affirm its decision to proceed with the designation of the aforementioned property and adopt the by-law as presented. In accordance with Section 29(8) of the Act, Council must pass the designation by-law within 120 days after the publication of the notice of intention to designate. The final day to adopt the by-law is August 15, 2025.

Staff's recommendation is supported through the statement of heritage cultural value or interest for the property, which was prepared by the Heritage Advisory Committee and peer reviewed by the Township's Heritage peer reviewer.

Option 2

Council may choose to withdraw its notice of intention to designate the property, pursuant to subsection 29 (7) of the Act. Should Council choose this option, the Municipal Clerk will issue a notice of withdrawal to the property owner, Ontario Heritage Trust and publish the notice in accordance with the Township's Ontario Heritage Act Alternative Notice Policy.

Financial Implications

The Township is responsible for the costs associated with registration of the Designation By-law on title for the property. Council has provided pre-budget approval with respect to these costs.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

<u>Attachments</u>

Schedule A – Notice of Objection – 86 Farnham Road Schedule B – BL2025-062 Designation By-law for the property municipally known as 86 Farnham Road

Respectfully submitted,	Reviewed by:
Laura Emery,	Justine Brotherston,
Communications and Committee	Interim Director of Corporate
Coordinator	Services/Municipal Clerk

McELDERRY & MORRIS

BARRISTERS, SOLICITORS & NOTARIES

P.J. MORRIS, Q.C. (1923 - 2012) J.W. MATTHEWS, M.COMM., Q.C. (1927 - 2018) HAYES MURPHY, B.A., LL.B. (1936 - 2022) SERGIO J. MANERA, B.MATH, LL.B. **P.G. MORRIS, B.A., LL.B.** GREGORY G. MATTHEWS, BA., M.B.A., LL.B. 84 WOOLWICH STREET GUEŁPH, ONTARIO NIH 3T9



DELIVERED

May 12, 2025

Township of Puslinch 7404 Wellington Road 34 Puslinch, Ontario N0B 2J0

Attention: Clerk of the Township of Puslinch:

Re: 86 Farnham Road Notice of Objection Our File No.: 20250005

We are the solicitors for Designate 86 Farnham Road, Puslinch Ontario as a property of cultural heritage value or interest.

Please be advised that our clients object to their property being designated as a property of cultural heritage value or interest. Our clients' objections include the following:

The House

- 1. The house has been completely gutted and refinished over the years.
- 2. A whole addition has been added on the back of the house.
- 3. The original brick only remains on two sides of the house, the other sides have been removed or covered over with siding.
- 4. The garage has been completely rebuilt.
- 5. The foundation has been replaced or repaired over the years.
- 6. If not for all the renovations and replacements, the house would have deteriorated to unlivable conditions.

The Barn

- 1. The roof has been totally rebuilt.
- 2. The outside boarding has all been replaced and painted many times.
- 3. The foundation has been repaired and reinforced due to deterioration.
- 4. Some original beams in the barn have been replaced due to rot.
- 5. All new flooring in the upstairs.
- 6. Original stabling has been replaced over the years.
- 7. All outbuildings have been taken down and replaced with new structures.

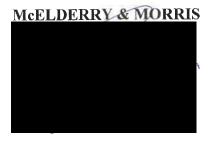
The Land

- 1. All cedar rail fences have been taken down and fence bottoms cleaned up.
- 2. Rock piles have been removed.
- 3. Original trees have died and been removed and new trees planted.

In summary, very little of the original homestead, barns, outbuildings and land resemble what they once were. The only historical significance of this farm is that it was once owned by some original settlers of the township, which you could say about every acre of land in the township.

We would urge counsel to withdraw the Notice of Intention to Designate the property and we look forward to receiving confirmation of the same.

Yours truly,



cc. Clients

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 062-2025

Being a by-law to authorize the designation of real property located at 86 Farnham Road, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

WHEREAS the Ontario Heritage Act, R.S.O. 1990, c. O.18 authorizes a municipality to designate a property within the municipality to be of cultural heritage interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the Ontario Heritage Act;

AND WHEREAS the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 86 Farnham Road to be of cultural heritage interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch received and considered one notice of objection as required by subsection 29(5) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

- 1. That the property located at 86 Farnham Road and more particularly described in Schedule "A" hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value.
- 2. That the Municipal Clerk is hereby authorized and directed,
 - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and The Ontario Heritage Trust by personal service or by registered mail;
 - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
- 3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule "B" hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY OF JUNE 2025.

Schedule "A" To By-law Number 062-2025

86 Farnham Road, Puslinch

PIN: 71185-0284

Legal Description: PART LOT 5, WEST OF BLIND LINE, PLAN 131, LYING SOUTH WEST OF RAILWAY, AS IN RO636626, SAVE AND EXCEPT PART 1, PLAN 61R22773; TOWNSHIP OF PUSLINCH



Schedule "B" To By-law Number 062-2025

86 Farnham Road, Puslinch

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF HERITAGE ATTRIBUTES

Short Statement of Cultural Heritage Value or Interest

The property at 86 Farnham Road, Puslinch, meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

This property holds cultural heritage value retained in its transitional 1901 Victorian/Edwardian residential architecture in Milton red brick. Historically the property is linked to the Iles family, English settlers to Arkell in 1836 and to the English settlement of the Farnham/Arkell area. The property is contextually associated with neighbouring extant Arkell farmsteads that date from the same period. The barn, dated 1878, is a frame bank barn with later additions.

Design Value:

Residence:

The house located on the property is a representative example of a transitional two-storey Victorian/Edwardian-style residence, built in 1901 and unique to the Village of Arkell. Characteristics of Victorian architecture in the structure are the hip and end gable rooflines, and asymmetrical front facade with decorative porch trim at the main entrance. Edwardian influences include the plain Milton red brick construction with matching mortar, vertical pane windows with soldier lintels, and cut limestone lintels on the front facade. The foundation of the house is mortared fieldstone.

Barn:

The side-gabled banked frame barn was built in 1878 with a central barn doorway and rear stable extension. Its form is representative of historic farming practices and later additions such as silos and a milkhouse point to changes to farming in Puslinch.

Historical/ Associative Value:

The property, which can be found on Pt. Lots 3-6, Rear Concession 9, originally belonged to the John Oulton family who immigrated from England to the Farnham Plains in 1831. John Iles Sr. and family purchased adjacent property. John Sr. was a successful stock breeder, Township Councillor and Arkell school trustee, and in 1864, John Iles Jr. and his wife, Isabel Orme from the neighbouring Orme farm, purchased the property. By 1971 Peter Orme Sr., a widower, was living with the family in their log house, which they replaced in 1901 with the current structure.

Contextual Value:

The property is in close proximity to other properties that were built by prominent members of the Arkell community such as Thomas Arkell and John Caulfield, both early settlers whose properties date from the 1830s. These properties form part of a larger historical landscape of early farmsteads in Arkell Village.

Description of Heritage Attributes

The following are to be considered as heritage attributes for 86 Farnham Road: John Isles Jr. House:

- Original fenestration
- Milton brick used in the exterior wall construction
- Limestone lintels

- Verandah and its ornamentation
- Height, scale, and massing of two storey residence

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.



Schedule "C" To By-law Number 062-2025

86 Farnham Road, Puslinch



☐ Denotes the Heritage Designated Structure



REPORT ADM-2025-025

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Director of Corporate Services

/Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Director of Corporate Services

/Municipal Clerk

MEETING DATE: May 28, 2025

SUBJECT: Reporting Out from Council Direction Update

RECOMMENDATION

That Report ADM-2025-025 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff to withdraw the Township's objections to ERO Posting 025-0235 and 025-0476; and,

That Council direct staff to submit the comments attached as Schedule "A" to this report as [presented/amended] as the Township's comments for ERO Posting 025-0476.

Purpose

The purpose of this report is to provide Council with a number of updates in respect to previous Council direction to staff.

Background

Agenda Item	Council Direction	Update
ERO 025-0476 & ERO	Council directed staff to submit objections for	Refer to Note 1
025-0235 ARA Site Plan	ERO postings 025-0235 and 025-0476 for the	
Amendment License	proposed ARA Site Plan Amendments for Pit	
5738	Licence 5738	

2024 Mini Lakes Annual	Council directed staff to provide Mini Lakes	Refer to Schedule
Wastewater and	annual reporting and Township peer reviews	"B"
Drinking Water	for wastewater and drinking water for their	
Monitoring Reports and	consideration.	
Peer Reviews		

Note 1 - ERO 025-0476 & ERO 025-0235 ARA Site Plan Amendment License 5738

Council directed staff at the April 16, 2025 Council Meeting directed staff to submit an objection to the Mill Creek ARA Application until such time that the Township had an opportunity to complete a technical review of the proposed site plan amendment.

County of Wellington Source Water Protection and the Township's Hydrogeologist have completed a technical review of the proposed site plan amendment and have no concerns with the amendment as presented. Source Water has provided comments for the Ministry to considered with respect to the application attached as Schedule "A" to this report.

Staff recommend that Council withdraw its objections to ERO Postings 025-0235 and 025-0476 based on the comments provided by Source Water Protection and the Township's Hydrogeologist and that Council direct staff to submit the comments as presented in Schedule "A" as the Township's comments for ERO 025-0476.

Financial Implications

As noted throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule "A" - Source Water Protection Comments ERO 025-0476 Schedule "B" - 2024 Mini Lakes Annual Monitoring Reports and Peer Reviews

Respectfully submitted,	Reviewed by,	
Justine Brotherston,	Courtenay Hoytfox,	-
Interim Municipal Clerk	Interim CAO	





June 5, 2025

Memorandum

To: Uche Eje, Ministry of Natural Resources, Aggregates Section

CC: Courtenay Hoytfox, Interim, CAO, Township of Puslinch
Justine Brotherston, Interim Deputy Clerk, Township of Puslinch

From: Kim Funk, Risk Management Inspector, Wellington Source Water Protection

RE: ARA Site Plan Amendment (ERO # 025-0476) - 7034 Concession 2, Puslinch

General

- 1. The following comments are related to the above referenced Aggregate Resource Act application (ERO # 025-0476). This is an application for an amendment to an existing Site Plan to increase the extraction area and change the sequence of extraction.
- 2. It is our understanding that this application is being considered in conjunction with ERO # 025-0235 which requested an amendment to an ARA Site Plan to permit below water table extraction. The supporting documentation for both applications is the same.
- 3. Given the above, we do not have additional comments beyond what we provided for ERO # 025-0235. We request that the Ministry consider the comments provided for the below water table extraction and include terms and conditions as appropriate for the increased extraction area proposal. Our previous comments are attached.

Sincerely,



June 5, 2025

Kim Funk, Risk Management Inspector 519-846-9691 ext 283 kfunk@centrewellington.ca

Attachments – May 15, 2025 Wellington Source Water Protection Comment Memo for ERO # 025-0235





May 15, 2025

Memorandum

To: Uche Eje, Ministry of Natural Resources, Aggregates Section

CC: Courtenay Hoytfox, Interim CAO, Township of Puslinch

Justine Brotherston, Interim Deputy Clerk, Township of Puslinch

From: Kim Funk, Risk Management Inspector, Wellington Source Water Protection

Reviewed by: Kyle Davis, Risk Management Official, Township of Puslinch

RE: ARA Site Plan Amendment (ERO # 025-0235) - 7034 Concession 2, Puslinch

General

- 1. The following comments are related to the above referenced Aggregate Resource Act application (ERO # 025-0235). This is an application for an amendment to an existing Site Plan to change the final depth of extraction from above the water table to below the water table in additional areas of the site.
- 2. These comments are provided in regards to the Clean Water Act, Grand River Source Protection Plan and source water protection implementation by Wellington Source Water Protection, a partnership of the Wellington County municipalities. These comments should not be construed as a hydrogeological, engineering, ecological or technical review of the application. These comments are strictly provided in regards to our municipality's role in implementing the Clean Water Act and municipal source water protection.

Summary of Source Protection Vulnerable Areas and Drinking Water Threats

The subject property is located in:

a) a Significant Groundwater Recharge Area (SGRA);





- b) a draft Wellhead Protection Area Q (WHPA-Q) with a significant risk level; and
- c) a Highly Vulnerable Aquifer (HVA).

Attachments show the relevant mapping. Please note the subject property is not located in an Issue Contributing Area (ICA) or a Wellhead Protection Area for Quality.

- 3. Due to the site's location outside any water quality WHPA or ICA, and because the draft WHPA-Q is not yet in legal effect, there are no Significant Drinking Water Threat policies that currently apply.
- 4. Once the Wellhead Protection Area for Quantity is approved, there will be legally binding policies that will apply pertaining to consumptive water taking. Policy WC-MC-22.3 in the Wellington County Chapter of the Grand River Source Protection plan applies to Aggregate Resource Act applications in the WHPA-Q. Although not yet approved, we recommend that the Ministry consider the policy text referenced below and add terms and conditions to the ECA, where appropriate.

For reference, please see the policy wording WC-MC-22.3 below:

To ensure that any Consumptive Water Taking never becomes a significant drinking water threat, where this activity would be a significant drinking water threat as prescribed by the CWA, the MNRF, in consultation with the MECP, County, Municipalities, conservation authorities and licensees, shall consider when issuing new ARA licenses, and amendments to existing sites proposing to lower the depth of extraction from above to below the water table, the results and recommendations of the Tier 3 Study, water supply requirements for planned growth and prolonged drought outlined in Water Supply Master Plans and available data, reports and/or recommendations from monitoring programs established pursuant to policies in the County of Wellington Chapter of the Grand River Source Protection Plan, as part of the process under the ARA for approval of ARA licences, licence conditions and site plans based on the technical reports and information required under the ARA. To achieve this and ensure that the quantity of Municipal Water Supply will not be adversely impacted, MNRF shall consider establishing approval conditions in ARA licenses and site plans including but not limited to:

a. operational controls;





- b. measures that ensure that any below water extraction is protective of municipal drinking water supplies, including measures that restrict and/or limit extraction activities below the water table; and
- c. groundwater and surface water monitoring related to municipal drinking water supplies.

It is recommended that the Ministry consider this policy and add appropriate terms and conditions to the subject property ARA license to address potential impacts to the WHPA-Q and significant groundwater recharge areas.

- 5. Although significant drinking water threat polices do not currently apply for this application, the protection of the HVA, SGRA and the recharge function, is subject to the Planning Act. The Provincial Policy Statement (PPS) restricts development in or near sensitive groundwater features. The definition of development in the PPS includes "change in land use". Section 6.6.9 of the County of Wellington Official Plan states that extraction below the water table only be allowed if impacts on the quality and quantity of water are minimal. It is recommended that impacts to the SGRA be considered in the approval of this site plan amendment and that the Ministry consider including requirements for monitoring, sampling and spill contingency planning.
- 6. A technical review of the application has been completed by Harden Environmental and their comments are attached as Appendix A. In reviewing these comments, it is our understanding that there is an existing well within the proposed extraction area that will need to be decommissioned prior to excavation. Beyond this, are no hydrogeological concerns related to this proposal and the current and/or proposed monitoring program is considered sufficient to document and address any adverse environmental impacts.

Sincerely,



May 15, 2025

Kim Funk, Risk Management Inspector 519-846-9691 ext 283

kfunk@centrewellington.ca





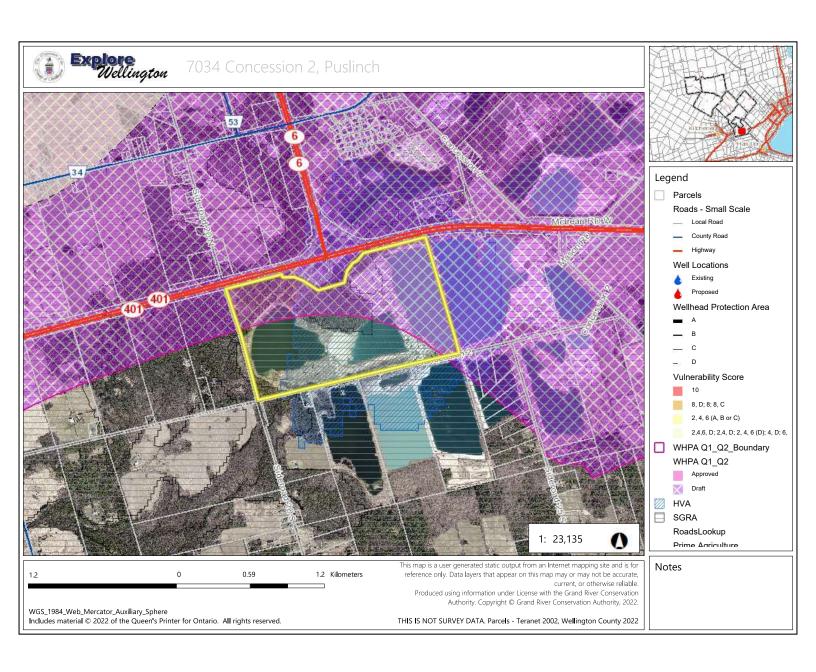


16-May-2025

Kyle Davis, Risk Management Official 519-846-9691 ext 362 kdavis@centrewellington.ca

Attachments: WHPA Maps

Harden Environmental Comments dated April 29, 2025



SWP_Comments_Concession2_7034_ARA

Final Audit Report 2025-05-16

Created: 2025-05-15

By: Kim Funk (kfunk@centrewellington.ca)

Status: Signed

Transaction ID: CBJCHBCAABAAXIhk03sNCAsnw1-BWKoJ4by1-oEWBVv2

"SWP_Comments_Concession2_7034_ARA" History

Document created by Kim Funk (kfunk@centrewellington.ca) 2025-05-15 - 12:19:04 PM GMT

Document emailed to Kyle Davis (kdavis@centrewellington.ca) for signature 2025-05-15 - 12:19:09 PM GMT

Email viewed by Kyle Davis (kdavis@centrewellington.ca) 2025-05-16 - 9:55:42 PM GMT

Document e-signed by Kyle Davis (kdavis@centrewellington.ca)
Signature Date: 2025-05-16 - 10:30:53 PM GMT - Time Source: server

Agreement completed.
 2025-05-16 - 10:30:53 PM GMT

Justine Brotherston

To: Subject:

Reed, Andrea; Lad, Parth; Conway, Steve RE: Minilakes 2024 Monitoring Reports

From: Reed, Andrea <AReed@geiconsultants.com>

Sent: Wednesday, May 21, 2025 10:06 AM

To: Justine Brotherston <ipro>cjbrotherston@puslinch.ca>; Lad, Parth <PLad@geiconsultants.com>; Conway, Steve

<SConway@geiconsultants.com>

Subject: RE: Minilakes 2024 Monitoring Reports

Caution! This message was sent from outside your organization.

Allow sender | Block sender | Report

Hi Justine,

This is helpful. Sounds like they are trying to move ahead with everything. It's good to see an updated schedule. A few positive items:

- The second RBC train is operational again.
- They received the ECA for the temporary portable treatment system.
- The 3-phase power for the system upgrades is approved and should be installed during 2025.
- They've restarted the design process for system upgrades, with the aim of constructing in 2027.
- They're moving forward with plans for the access road and PTTW for the tile bed replacement/rehabilitation.

It looks like we should receive a pre-consult request related to the system upgrades in the late summer, so we will look out for that. I don't think we need anything else from them for now. Can you ask that they keep us informed of any updates or changes?

Thanks and talk soon,



ANDREA REED, P.Eng. **Project Engineer** cell: 519.716.9716

650 Woodlawn Road West Block C | Unit 2 | Guelph, Ontario N1K 1B8 | Canada

Canada



My regular working hours are Monday to Friday 9am to 3pm.

From: Justine Brotherston < jbrotherston@puslinch.ca>

Sent: Wednesday, May 21, 2025 9:11 AM

To: Reed, Andrea <AReed@geiconsultants.com>; Lad, Parth <PLad@geiconsultants.com>; Conway, Steve

<SConway@geiconsultants.com>

Subject: [EXT] FW: Minilakes 2024 Monitoring Reports



Hi Andrea, Parth and Steve,

Please see attached a response from Mini Lakes. Let me know if this addresses your comments or if there is any additional information required.

Warm regards,



Justine Brotherston Interim Director of Corporate Services/Municipal Clerk Manager of Corporate Services/Deputy Clerk Township of Puslinch PUSLINCH 7404 Wellington Rd 34, Puslinch ON N0B 2J0 519-763-1226 ext. 208 <u>www.puslinch.ca</u>

My hours may not match your working hours. If you received this email outside of regular business hours, I do not expect an immediate response.

#	GEI Consultants Recommendations	OCWA responses Remarks
SECTIO	N 10.0: REQUIRED IMPROVEMENTS	
1	As of the end of 2024, the WWTP was operating at 50% capacity with only one RBC unit operational due to a gearbox failure seven months after installation. The OCWA Ops Team have reportedly engaged with electrical and mechanical contractors, as well as the manufacturer/supplier of the RBC units, to find a solution. An update of these efforts and a plan of action to return the WWTP to 100% capacity, if that is feasible, should be provided.	Both RBC trains were reinstated in March 2025.
2	In the meantime, OCWA mobilized a Portable Treatment Facility (PTF) to the Mini Lakes property during 2024. In July 2024, OCWA submitted an ECA amendment application to the MECP for this PTF unit and followed up with MECP approval branch regarding the status of the application periodically. As of December 31, 2024, ECA approval had not been granted for the unit. Please provide an update when available.	CA approval (0300-DCNLDQ) was granted on March 7, 2025. A copy is attached.
3	Plans to design and construct major WWTP upgrades are reportedly on hold pending utility power upgrades. The two options being considered for wastewater treatment – membrane aerated bioreactor (MAR) and rotating biological contact (RBC) with denitrifying filters, both require significant power upgrades. A New Customer Connection Information (NCCI) form has reportedly been submitted to Hydro One. Please provide an updated anticipated schedule for major WWTP upgrades.	Hydro One has approved the installation of 3-phase power. Mini Lakes is working directly with an electrician and Hydro One to upgrade the poles and route the power from the community entry to the plant site. This power upgrade is expected to be completed in 2025.
4	Work of tile bed replacement/rehabilitation should continue to be prioritized once an access road has been established and the PTTW for dewatering activities during construction has been received.	Ongoing. Please refer to the latest schedule attached.
5	The TSS removal process continues to need significant attention due to ongoing non-compliance.	This matter remains an ongoing focus under standard operating procedures until the new facility is fully commissioned and operational. The scheduled haulage of sewage and biosolids material continues. The Operations Team has made minor adjustments to the alum dosage, although an inflow meter is not available to regulate the chemical pumps accordingly. OCWA Operations ensures that Weber collects a load from the primary clarifier weekly. Additionally, return pump timers have been recalibrated to activate more frequently in an effort to retain solids within the primary clarifier and RBC unit. However, perforations in the troughs permit water and TSS migration throughout the system, which is suboptimal.
6	Monitoring and adjustment of alum dosages may be required to optimize phosphorus removal.	This remains part of standard operating procedures until the new facility is fully commissioned and operational. Alum dosing has been fine-tuned, though adjustments may be required in response to fluctuations in flow rates. The challenge lies in balancing dosage maintenance while mitigating excessive chemical sludge accumulation. Given the substantial increase in chemical costs over the past few years, financial considerations are also being taken into account.
7	The nitrification and denitrification processes should continue to be monitored on an ongoing process, and any mitigative efforts to improve the processes should be implemented.	This remains part of standard operating procedures until the new facility is fully commissioned and operational. Current mitigation efforts include increasing return pump activity downstream of the denitrification chamber. However, due to infrastructure conditions, the denitrification chambers do not function as originally designed.
6	MH joints should be inspected to determine the extent of infiltration and whether any mitigative actions such as installation of dishes, upgrading chimneys, and raising lids should been taken.	At present, there is an ongoing rehabilitation of damaged storm culverts that were discovered during the road construction. OCWA will pursue approval by the ML board to complete this inspection.
SECTIO	N 11.0 CONCLUSIONS AND RECOMMENDATIONS	
1	The Owner and Operators need to continue to take actions to bring the wastewater treatment plant into compliance with respect to ECA requirements.	Ongoing as part of the standard operating procedures until the new facility is fully commissioned and operational.
2	The design of future system upgrades should be completed as soon as possible, with a goal of construction within the next one to two years.	Ongoing as part of the standard operating procedures until the new facility is fully commissioned and operational. Please refer to the latest schedule attached.
3	In the meantime, near-term improvements to the wastewater treatment and disposal system should be pursued, including but not limited to, tile bed rehabilitation/replacement, and RBC gearbox repairs/replacement if feasible.	Ongoing as part of standard operating procedures until the new facility is fully commissioned and operational. The gearbox has been repaired, and both RBC units resumed operation in March 2025.

#	GEI Consultants Recommendations	OCWA responses Remarks
4	The Portable Treatment Facility should be brought online when the ECA is received, if bringing the WWTP back to full operational capacity is not feasible.	The PTF is ready to start operations.
5	Plant effluent flow rates should be monitored closely moving forward.	Ongoing as part of the standard operating procedures until the new facility is fully commissioned and operational. OCWA Operations continues to take the daily readings from the effluent pump totalizers.
6	Operators should continue to closely monitor effluent parameters and take corrective action, as required.	Ongoing as part of standard operating procedures until the new facility is fully commissioned and operational. OCWA Operations actively monitors effluent quality and anticipates that recent minor adjustments, along with the reactivation of the second RBC unit, will result in incremental compliance improvements compared to previous conditions when only one RBC unit was operational.



Ministry of the Environment, Conservation and Parks Ministère de l'Environnement, de la Protection de la nature et des Parcs

AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 0300-DCNLDQ Issue Date: March 7, 2025

Wellington Common Elements Condominium Corporation No.214

75 Water Street North Cambridge, Ontario

N0B 2J0

Site Location: Mini Lakes Wastewater Treatment Plant

7541 Wellington County Road 34

Township of Puslinch, County of Wellington

N1H 6H9

You have applied under section 20.2 of Part II.1 of the <u>Environmental Protection Act</u>, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

Modification to the Existing sanitary sewage works with an Average Daily Flow Rate of 158 m³/d and Maximum Daily Flow of 253 m³/d, by addition of a Portable Treatment Unit (PTU) to replace some existing treatment processes in order to achieve compliance with the existing effluent requirements; the modified treatment system comprise addition of PTU with an Average Daily Flow Rate of 158 m³/d, and subsurface disposal system rated at approximately 253 m³/d Maximum Daily Flow serving the Mini Lakes Subdivision and Common Elements Condominium comprising of a maximum of 292 units for year round use in the Township of Puslinch as follows:

PROPOSED INTERIM WORKS

installation of a Proposed Portable Treatment Unit (PTU)/Wastewater Treatment Plant, to be installed adjacent to the Existing Mini Lakes WWTP (Wastewater Treatment Plant) as an interim measure (Interim Works) to meet the effluent requirements, to receive all flow currently being treated through the existing Mini Lakes WWTP, by diverting the flow from the existing primary clarifier to the PTU, comprising;

Conversion of Existing Primary Clarifier of Mini Lakes WWTP to an inlet chamber for PTU

conversion/repurposing the existing primary settlement tank complete with a cover, to an Equalization Tank, having dimensions of approx. 8.1m wide x 8.5m long x 1.73m liquid depth, receiving sanitary sewage flow from the sanitary sewage collection system, and discharging via two (2) submersible pumps, rated at approximately 2 L/s, to the inlet chamber of the PTU;

Portable Treatment Unit (PTU)

One (1) trailer mounted 120 m³ packaged portable treatment unit, rated at a treatment capacity of Maximum Daily Flow Rate of 253 m³/d and Average Daily Flow Rate of 158 m³/d, configured into five separate zones: an inlet chamber complete with coarse diffusers, aeration zone with aeration diffusers, denitrification zone, post-anoxic aeration zone with coarse diffusers, final clarifier, and blower system, receiving sanitary sewage flow from the mini Lake sanitary collection system, and discharging to the Existing subsurface disposal bed at Maximum Daily Flow Rate of 253 m³/d;

EXISTING WORKS AT THE SITE (Not in use now, and being Proposed to be replaced with the PTU)

Wastewater Treatment Plant

A Sewage Treatment Plant (with dual trains operating in parallel) to be located within a building housing a primary settlement tank, rotating biological contactors, intermediate clarifier, a denitrification tank and final clarifiers and effluent pump chamber as follows:

- a concrete common primary clarifier with cover, approx. 8.1m wide x 8.5m long x 1.73m liquid depth, complete with gear motor and drive mechanism, a partition wall separating the chamber in two compartments; an inlet and sludge storage compartment having a working volume of 73m³ and a primary effluent compartment having a working volume of 23m³.
 - an influent baffle plate at the tank inlet
 - an outlet weir box and baffle plate at the tank outlet
 - sludge recirculation piping to the inlet chamber and sludge removal piping

discharging (via an outlet pipe to each treatment train) to the rotating biological contactors,

- two (2) rotating biological contactors (RBCs) with 2.35m diameter rotor, each equipped with low profile fixed baffles and establish four (4) zones per rotor, and providing approx. 4,179 m² of bio-support media area;
- two (2) hopper bottom 3m x 3.6m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems;
- two (2) denitrification tanks, approx. 5.06m x 3.6m, each consisting with 4,704m² of submerged rigid media, complete with an adjustable flow distribution box, complete with modified inlet to allow for crossover between trains for redundancy and option to operate on one (1) RBC train and two (2) tertiary treatment trains.

- one (1) 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to the denitrification tanks, complete with spill containment facilities;
- chemical feed system comprising of one (1) 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approx. 1.5 L/hr of alum into the last stage of the rotating biological contactor rotor, complete with spill containment facilities;
- two (2) hopper bottom 3m x 3.6m final clarifiers per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems;
- one (1) effluent pump and discharge piping to be located in the effluent pump chamber to recirculate treated effluent back to the inlet of the primary clarifier;
- a 3.5m x 4.12m chemical storage building housing the following:
 - a 900 L capacity chemical storage tank to provide a carbon source and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.

EXISTING WORKS (in use)

- a 50,000 L capacity effluent pump chamber equipped with five (5) submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11m TDH (max.), to discharge treated effluent via a splitter valve and five (5) 75mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system;
- a 3.5m x 4.12m chemical storage building housing one (1) 208 L chemical storage drum for phosphorus removal, one (1) 208 L chemical storage drum for denitrification, and (3) chemical metering pumps (one (1) spare), an eyewash/shower system; all located within secondary containment facilities.

Subsurface Disposal Bed

Existing subsurface disposal system comprising of five (5) shallow buried trench absorption cells, designed for an overall Maximum Daily Flow of 253 m³/d, with each cell comprising of six (6) zones with eight (8) laterals (each lateral located within a trench 18m long and 0.6m wide, with a hollow inverted semi-circular chamber housing a 25mm PVC pressurized pipe with 3.2mm holes spaced at 1m c/c) per zone, for a total of approx. 864m of piping per cell (total of approx. 4,320m of piping), and distribution valve assembly and manifold together with a relocation area (alternate subsurface disposal area) and the use of the existing leaching bed areas as contingencies for a period of three (3) years of operation of the sewage works;

all other controls, electrical equipment, instrumentation, pumps, piping, valves and appurtenances essential for the proper operation of the aforementioned sewage works,

all in accordance with the Schedule A.

For the purpose of this environmental compliance approval, the following definitions apply:

- 1. "Annual Average Daily Influent Flow" means the cumulative total sewage flow of Influent to the Sewage Treatment Plant during a calendar year divided by the number of days during which sewage was flowing to the Sewage Treatment Plant that year;
- 2. "Annual Average Effluent Concentration" is the mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year, calculated and reported as per the methodology specified in Schedule F;
- 3. "Annual Maximum Daily Influent Flow" means the maximum Influent collected in a single day during a calendar year;
- 4. "Approval" means this entire Environmental Compliance Approval and any Schedules attached to it;
- 5. "BOD5" (also known as TBOD5) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demands;
- 6. "Bypass" means diversion of sewage around one or more treatment processes, excluding Preliminary Treatment System, within the Sewage Treatment Plant with the diverted sewage flows being returned to the Sewage Treatment Plant treatment train upstream of the Final Effluent sampling point(s) and discharged via the approved effluent disposal facilities;
- 7. "CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
- 8. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
- 9. "District Manager" means the District Manager of the appropriate local district office of the Ministry where the Works is geographically located;

- 10. "E. coli" refers to coliform bacteria that possess the enzyme beta-glucuronidase and are capable of cleaving a fluorogenic or chromogenic substrate with the corresponding release of a fluorogen or chromogen, that produces fluorescence under long wavelength (366 nm) UV light, or color development, respectively. Enumeration methods include tube, membrane filter, or multi-well procedures. Depending on the method selected, incubation temperatures include 35.5 + 0.5 °C or 44.5 + 0.2 °C (to enumerate thermotolerant species). Depending on the procedure used, data are reported as either colony forming units (CFU) per 100 mL (for membrane filtration methods) or as most probable number (MPN) per 100 mL (for tube or multi-well methods);
- 11. "EPA" means the Environmental Protection Act, R.S.O. 1990, c.E.19;
- 12. "Equivalent Equipment" means alternate piece(s) of equipment that meets the design requirements and performance specifications of the piece(s) of equipment to be substituted;
- 13. "Event" means an action or occurrence, at a given location within the Works that causes a Bypass or Overflow. An Event ends when there is no recurrence of Bypass or Overflow in the 12-hour period following the last Bypass or Overflow. Overflows and Bypasses are separate Events even when they occur concurrently;
- 14. "Existing Works" means those portions of the Works included in the Approval that have been constructed previously;
- 15. "Final Effluent" means effluent that is discharged to the environment through the approved effluent disposal facilities, including all Bypasses, that are required to meet the compliance limits stipulated in the Approval for the Sewage Treatment Plant at the Final Effluent sampling point(s);
- 16. "Grab Sample" or "Grab" means an individual sample of at least 1000 millilitres collected in an appropriate container at a randomly selected time over a period of time not exceeding 15 minutes;
- 17. "Influent" means flows to the Sewage Treatment Plant from the collection system and but excluding process return flows;
- 18. "Interim Works" means the interim or temporary sewage works, described in this Approval and that are to be used for short-term purposes only in accordance with this Approval, until otherwise approval for an extension of this period has been granted;
- 19. "Licensed Engineering Practitioner" means a person who holds a licence, limited licence or temporary licence under the *Professional Engineers Act,* R.S.O. 1990, c. P.28;
- 20. "Limited Operational Flexibility" (LOF) means the conditions that the Owner shall follow in order to undertake any modification that is pre-authorized as part of this Approval;

- 21. "Maximum Daily Flow" (also referred to as Peak Daily Flow Rate or Maximum Day Flow) means the largest volume of flow to be received during a one-day period for which the sewage treatment process unit or equipment is designed to handle;
- 22. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
- 23. "Normal Operating Condition" means the condition when all unit process(es), excluding Preliminary Treatment System, in a treatment train is operating within its design capacity;
- 24. "OBC" means the Ontario Building Code, Ontario Regulation 163/24 (Building Code) as amended to January 1, 2025, made under the *Building Code Act*, 1992, S.O. 1992, c. 23;
- 25. "Operating Agency" means the Owner, person or the entity that is authorized by the Owner for the management, operation, maintenance, or alteration of the Works in accordance with this Approval;
- 26. "Overflow" means a discharge to the environment from the Works at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the Final Effluent sampling point;
- 27. "Owner" means Wellington Common Elements Condominium Corporation No.214, including any successors and assignees;
- 28. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40;
- 29. "Peak Daily Flow Rate" (also referred to as Maximum Daily Flow or Maximum Day Flow) means the largest volume of flow to be received during a one-day period for which the sewage treatment process unit or equipment is designed to handle;
- 30. "Preliminary Treatment System" means all facilities in the Sewage Treatment Plant associated with screening and grit removal;
- 31. "Primary Effluent" means the effluent from the Primary Treatment System;
- 32. "Primary Treatment System" means all facilities in the Sewage Treatment Plant associated with the primary sedimentation unit process and includes chemically enhanced primary treatment;
- 33. "Proposed Works" means those portions of the Works included in the Approval that are under construction or to be constructed:

- 34. "Secondary Effluent" means the effluent from the Secondary Treatment System;
- 35. "Secondary Treatment System" means all facilities in the Sewage Treatment Plant associated with biological treatment, secondary sedimentation and phosphorus removal unit processes;
- 36. "Sewage Treatment Plant" means all the facilities related to sewage treatment within the sewage treatment plant site excluding the Final Effluent disposal facilities;
- 37. "Single Sample Result" means the test result of a parameter in the effluent discharged on any day, as measured by a probe, analyzer or in a composite or grab sample, as required;
- 38. "Works" means the approved sewage works, and includes Proposed Works, Existing Works and modifications made under Limited Operational Flexibility.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

- 1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the terms and conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2. The Owner shall design, construct, operate and maintain the Works in accordance with the conditions of this Approval.
- 3. Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence.

2. CHANGE OF OWNER AND OPERATING AGENCY

- 1. The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within **thirty (30) days** of the change occurring:
 - a. change of address of Owner;
 - b. change of Owner, including address of new owner;

- c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the *Business Names Act, R.S.O. 1990, c. B.17* shall be included in the notification;
- d. change of name of the corporation and a copy of the most current information filed under the *Corporations Information Act, R.S.O. 1990, c. C.39* shall be included in the notification.
- 2. The Owner shall notify the District Manager, in writing, of any of the following changes within **thirty** (30) days of the change occurring:
 - a. change of address of the Operating Agency;
 - b. change of the Operating Agency, including address of the new Operating Agency.
- 3. In the event of any change in ownership of the Works, the Owner shall notify the succeeding owner in writing, of the existence of this Approval, and forward a copy of the notice to the District Manager.
- 4. The Owner shall ensure that all communications made pursuant to this condition refer to the number of this Approval.

3. CONSTRUCTION OF PROPOSED WORKS

- 1. All Proposed Works in this Approval shall be constructed and installed and must commence operation within **three (3) months** of issuance of this Approval, after which time the Approval ceases to apply in respect of any portions of the Works not in operation. In the event that the construction, installation and/or operation of any portion of the Proposed Works is anticipated to be delayed beyond the time period stipulated, the Owner shall submit to the Director an application to amend the Approval to extend this time period, at least six (6) months prior to the end of the period. The amendment application shall include the reason(s) for the delay and whether there is any design change(s).
- 2. Upon completion of construction of the Proposed Works, the Owner shall prepare and submit a written statement to the District Manager, certified by a Licensed Engineering Practitioner, that the Proposed Works is constructed in accordance with this Approval.
- 3. Within **one** (1) **year** of completion of construction of the Proposed Works, a set of record drawings of the Works shall be prepared or updated. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be readily accessible for reference at the Works.
- 4. This Approval for Interim Works shall expire and become null and void on <u>December 31, 2028.</u>
- 5. A set of record drawings of the Works shall be kept up to date through revisions undertaken from time to time and a copy shall be readily accessible for reference at the Works.

6. The Owner shall ensure that the treatment technologies are installed in accordance with the manufacturer's installation manual.

4. BYPASSES

- 1. Any Bypass is prohibited, except:
 - a. an emergency Bypass when a structural, mechanical or electrical failure causes a temporary reduction in the capacity of a treatment process or when an unforeseen flow condition exceeds the design capacity of a treatment process that is likely to result in personal injury, loss of life, health hazard, basement flooding, severe property damage, equipment damage or treatment process upset, if a portion of the flow is not bypassed;
 - b. a planned Bypass that is a direct and unavoidable result of a planned repair and maintenance procedure or other circumstance(s), the Owner having notified the District Manager in writing at least fifteen (15) days prior to the occurrence of Bypass, including an estimated quantity and duration of the Bypass, an assessment of the impact on the quality of the Final Effluent and the mitigation measures if necessary, and the District Manager has given written consent of the Bypass.
- 2. Notwithstanding the exceptions given in Paragraph 1, the Operating Agency shall undertake everything practicable to maximize the flow through the downstream treatment process(es) prior to bypassing.
- 3. At the beginning of a Bypass Event, the Owner shall immediately notify the District Manager. This notice shall include, at a minimum, the following information:
 - a. the type of the Bypass as indicated in Paragraph 1 and the reason(s) for the Bypass;
 - b. the date and time of the beginning of the Bypass;
 - c. the treatment process(es) gone through prior to the Bypass and the treatment process(es) bypassed;
 - d. the effort(s) done to maximize the flow through the downstream treatment process(es) and the reason(s) why the Bypass was not avoided.
- 4. Upon confirmation of the end of a Bypass Event, the Owner shall immediately notify the District Manager. This notice shall include, at a minimum, the following information:
 - a. the date and time of the end of the Bypass;
 - b. the estimated or measured volume of Bypass.

- 5. For any Bypass Event, the Owner shall collect daily sample(s) of the Final Effluent, inclusive of the Event and analyze for all effluent parameters outlined in Compliance Limits condition that require composite samples, following the same protocol specified in the Monitoring and Recording condition for the regular samples. The sample(s) shall be in addition to the regular Final Effluent samples required under the monitoring and recording condition. If the Event occurs on a scheduled monitoring day, the regular sampling requirements prevail. If representative sample for the effluent parameter(s) that require grab sample cannot be obtained, they shall be collected after the Event at the earliest time when situation returns to normal.
- 6. The Owner shall develop a notification procedure in consultation with the District Manager and notify the public and downstream water users that may be adversely impacted by any Bypass Event.

5. OVERFLOWS

- 1. Any Overflow is prohibited, except:
 - a. an emergency Overflow in an emergency situation when a structural, mechanical or electrical failure causes a temporary reduction in the capacity of the Works or when an unforeseen flow condition exceeds the design capacity of the Works that is likely to result in personal injury, loss of life, health hazard, basement flooding, severe property damage, equipment damage or treatment process upset, if a portion of the flow is not overflowed;
 - b. a planned Overflow that is a direct and unavoidable result of a planned repair and maintenance procedure or other circumstance(s), the Owner having notified the District Manager in writing at least fifteen (15) days prior to the occurrence of Overflow, including an estimated quantity and duration of the Overflow, an assessment of the impact on the environment and the mitigation measures if necessary, and the District Manager has given written consent of the Overflow.
- 2. Notwithstanding the exceptions given in Paragraph 1, the Operating Agency shall undertake everything practicable to maximize the flow through the downstream treatment process(es) and Bypass(es) prior to overflowing.
- 3. At the beginning of an Overflow Event, the Owner shall immediately notify the District Manager. This notice shall include, at a minimum, the following information:
 - a. the type of the Overflow as indicated in Paragraph 1 and the reason(s) for the Overflow;
 - b. the date and time of the beginning of the Overflow;
 - c. the point of the Overflow from the Works, the treatment process(es) gone through prior to the Overflow, the disinfection status of the Overflow and whether the Overflow is discharged through the effluent disposal facilities or an alternate location;

- d. the effort(s) done to maximize the flow through the downstream treatment process(es) and Bypass(es) and the reason(s) why the Overflow was not avoided.
- 4. Upon confirmation of the end of an Overflow Event, the Owner shall immediately notify the District Manager. This notice shall include, at a minimum, the following information:
 - a. the date and time of the end of the Overflow;
 - b. the estimated or measured volume of the Overflow.

5. For any Overflow Event

- a. in the Sewage Treatment Plant, the Owner shall collect grab sample(s) of the Overflow, one near the beginning of the Event and one every eight (8) hours for the duration of the Event, and have them analyzed at least for CBOD5, total suspended solids, total phosphorus, except that raw sewage and primary treated effluent Overflow shall be analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen only.
- b. at a sewage pumping station in the collection system, the Owner shall collect at least one (1) grab sample representative of the Overflow Event and have it analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen.
- 6. The Owner shall develop a notification procedure in consultation with the District Manager and SAC and notify the public and downstream water users that may be adversely impacted by any Overflow Event.

6. DESIGN OBJECTIVES

- 1. The Owner shall design and undertake everything practicable to operate the Sewage Treatment Plant in accordance with the following objectives:
 - a. Final Effluent parameters design objectives listed in the table(s) included in **Schedule B**.
 - b. Annual Average Daily Influent Flow / Annual Maximum Daily Influent Flow is within the design capacity of the Sewage Treatment Plant.

7. COMPLIANCE LIMITS

1. The Owner shall operate and maintain the Sewage Treatment Plant such that compliance limits for the Final Effluent parameters listed in the table(s) included in **Schedule C** are met.

8. OPERATION AND MAINTENANCE

- 1. The Owner shall ensure that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate staffing and training, including training in all procedures and other requirements of this Approval and the OWRA and relevant regulations made under the OWRA, process controls and alarms and the use of process chemicals and other substances used in the Works.
- 2. The Owner shall prepare/update the operations manual for the Works within **six (6) months** of completion of construction of the Proposed Works, that includes, but not necessarily limited to, the following information:
 - a. operating procedures for the Works under Normal Operating Conditions;
 - b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
 - c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;
 - d. procedures for the inspection and calibration of monitoring equipment;
 - e. operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows;
 - f. a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Spills Action Centre (SAC) and District Manager;
 - g. procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.
- 3. The Owner shall maintain an up to date operations manual and make the manual readily accessible for reference at the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.
- 4. The Owner shall maintain a logbook to record the results of all inspections, repair and maintenance undertaken, calibrations, monitoring and spill response or contingency measures undertaken and shall make the logbook available for inspection by Ministry staff. The logbook shall include the following:

- a. the name of the operator making the entry; and
- b. the date and results of each inspection, repair, maintenance, calibration, monitoring, spill response and contingency measure.
- 5. The Owner shall ensure that grass-cutting is maintained regularly over the subsurface disposal bed(s), and that adequate steps are taken to ensure that the area of the underground works is protected from vehicle traffic.
- 6. The Owner shall visually inspect the general area where Works are located for break-out **once every month** during the operating season.
- 7. In the event a break-out is observed from a subsurface disposal bed, the Owner shall do the following:
 - a. sewage discharge to that subsurface disposal bed shall be discontinued;
 - b. the incident shall be **immediately** reported verbally to the Spills Action Centre (SAC) at (416) 325-3000 or 1-800-268-6060;
 - c. submit a written report to the District Manager within one (1) week of the break-out;
 - d. access to the break-out area shall be restricted until remedial actions are complete;
 - e. during the time remedial actions are taking place the sewage generated at the site shall not be allowed to discharge to the environment; and
 - f. sewage generated at the site shall be safely collected and disposed of through a licensed waste hauler to an approved sewage disposal site.
- 8. The Owner shall ensure that the Operating Agency possesses the level of training and experience sufficient to allow safe and environmentally sound operation of the Works.
- 9. The owner shall install one (1) groundwater monitoring well between the dispersal bed and the eastern property boundary and two (2) monitoring wells within the plume at or closer to the downgradient property boundary and collect samples at the frequency specified in Schedule D, by means of the specified sample type, analyze for each parameter listed and record all results;
- 10. The Owner shall ensure that flow of effluent discharged into the subsurface disposal bed does not exceed 253 m³/d.

- 11. The Owner shall retain a Licensed Engineering Practitioner to conduct an inspection of the Works every five (5) years after issuance of this Approval, and prepare an Inspection Report that shall provide at a minimum, the following information:
 - a. Details about general operational condition of the Works.
 - b. Assessment of potential indications of failure of the Works, including but not limited to offensive odours, ponding on disposal beds or near underground tanks, sewage back-ups, etc.
- 12. Upon request, the Owner shall make the Inspection Reports available to Ministry staff.
- 13. The Owner shall retain for a minimum of **five (5) years** from the date of their creation, all records and information related to or resulting from the operation and maintenance activities required by this Approval.

9. MONITORING AND RECORDING

- 1. The Owner shall, upon commencement of operation of the Works, carry out a scheduled monitoring program of collecting samples at the required sampling points, at the frequency specified or higher, by means of the specified sample type and analyzed for each parameter listed in the tables under the monitoring program included in Schedule D and record all results, as follows:
 - a. all samples and measurements are to be taken at a time and in a location characteristic of the quality and quantity of the sewage stream over the time period being monitored.
 - b. definitions and preparation requirements for each sample type are included in document referenced in Paragraph 2.b.
 - c. definitions for frequency:
 - i. Monthly means once every month;
 - ii. Quarterly means once every three months;
 - iii. Annually means once every year;
 - d. a schedule of the day of the month for the scheduled sampling shall be created. The sampling schedule shall be revised and updated every year through rotation of the day of the week for the scheduled sampling program, except when the actual scheduled monitoring frequency is three (3) or more times per week.

- 2. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents and all analysis shall be conducted by a laboratory accredited to the ISO/IEC:17025 standard or as directed by the District Manager:
 - a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended;
 - b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), PIBS 2724e02, as amended;
 - c. the publication "Standard Methods for the Examination of Water and Wastewater", as amended; and
 - d. for any parameters not mentioned in the documents referenced in Paragraphs 2.a, 2.b and 2.c, the written approval of the District Manager shall be obtained prior to sampling.
- 3. The Owner shall monitor and record the flow rate and daily quantity using flow measuring devices or other methods of measurement as approved below calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flowrate of the following:
 - a. Final Effluent discharged from the Sewage Treatment Plant by continuous flow measuring devices and instrumentations/pumping rates/details of other methods (totalizing flowmeters on discharges of effluent pumps), or in lieu of an actual installation of equipment, adopt the flow measurements of the Influent for the purpose of estimating Final Effluent flows if the Influent and Final Effluent streams are considered not significantly different in flow rates and quantities;
- 4. The Owner shall retain for a minimum of **five (5) years** from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.

10. LIMITED OPERATIONAL FLEXIBILITY

- 1. The Owner may make pre-authorized modifications to the Sewage Treatment Plant in Works in accordance with the document "Limited Operational Flexibility Protocol for Pre-Authorized Modifications to Private Works" (Schedule E), as amended, subject to the following:
 - a. the modifications will not involve the addition of any new treatment process or the removal of an existing treatment process, including chemical systems, from the liquid or solids treatment trains as originally designed and approved.
 - b. the scope and technical aspects of the modifications are in line with those delineated in Schedule E and conform with the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended, Ministry's regulations, policies, guidelines, and industry engineering standards;

- c. the modifications shall not negatively impact on the performance of any process or equipment in the Works or result in deterioration in the Final Effluent quality;
- d. where the pre-authorized modification requires notification, a "Notice of Modifications to Sewage Works" (Schedule E), as amended shall be completed with declarations from a Licensed Engineering Practitioner and the Owner and retained on-site prior to the scheduled implementation date. All supporting information including technical memorandum, engineering plans and specifications, as applicable and appropriate to support the declarations that the modifications conform with LOF shall remain on-site for future inspection.
- 2. The following modifications are not pre-authorized under Limited Operational Flexibility:
 - a. Modifications that involve addition or extension of process structures, tankages or channels;
 - b. Modifications that involve relocation of the Final Effluent outfall or any other discharge location or that may require reassessment of the impact to the receiver or environment;
 - c. Modifications that involve addition of or change in technology of a treatment process or that may involve reassessment of the treatment train process design;
 - d. Modifications that require changes to be made to the emergency response, spill prevention and contingency plan; or
 - e. Modifications that are required pursuant to an order issued by the Ministry.

11. REPORTING

- 1. The Owner shall report to the District Manager orally **as soon as possible** any non-compliance with the compliance limits specified in Condition 7, and in writing within **seven (7) days** of non-compliance.
- 2. In addition to the obligations under Part X of the EPA and O. Reg. 675/98 (Classification and Exemption of Spills and Reporting of Discharges) made under the EPA, the Owner shall, within **fifteen** (15) days of the occurrence of any reportable spill as provided in Part X of the EPA and O. Reg. 675/98, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill, clean-up and recovery measures taken, preventative measures to be taken and a schedule of implementation.
- 3. The Owner shall prepare performance reports on a calendar year basis and submit to the District Manager in an electronic format by **March 31** of the calendar year following the period being reported upon. The reports shall contain, but shall not be limited to, the following information pertaining to the reporting period:

- a. a summary and interpretation of all Influent monitoring data, and a review of the historical trend of the sewage characteristics and flow rates;
- b. a summary and interpretation of all flow data and results achieved in not exceeding the Maximum Daily Flow of 253 m³/d, discharged into the subsurface disposal system;
- c. a summary and interpretation of all Final Effluent monitoring data, including concentration, flow rates, and a comparison to the design objectives and compliance limits in this Approval, including an overview of the success and adequacy of the Works;
- d. a summary of any deviation from the monitoring schedule and reasons for the current reporting year and a schedule for the next reporting year;
- e. a summary and interpretation of groundwater monitoring data including shallow groundwater flow direction, interpretation of analytical results and comparison with the compliance limit of 8 mg/l for Nitrate Nitrogen concentration in accordance with the Reasonable Use Policy;
- f. a summary of all operating issues encountered and corrective actions taken;
- g. a summary of all normal and emergency repairs and maintenance activities carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;
- h. a summary of any effluent quality assurance or control measures undertaken;
- i. a summary of the calibration and maintenance carried out on all monitoring equipment to ensure that the accuracy is within the tolerance of that equipment as required in this Approval or recommended by the manufacturer;
- j. a summary of efforts made to achieve the design objectives in this Approval, including an assessment of the issues and recommendations for pro-active actions when any of the design objectives is not achieved more than 50% of the time in a year or there is an increasing trend in deterioration of Final Effluent quality;
- k. a summary of any complaints received and any steps taken to address the complaints;
- 1. a summary of all Bypasses, Overflows, other situations outside Normal Operating Conditions and spills within the meaning of Part X of EPA and abnormal discharge events;
- m. a summary of all Notice of Modifications to Sewage Works completed under Paragraph 1.d. of Condition 10, including a report on status of implementation of all modification;

n.	any changes or updates to the schedule for the completion of construction and commissioning operation of major process(es) / equipment groups in the Proposed Works;
o.	any other information the District Manager requires from time to time.

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 regarding general provisions is imposed to ensure that the Works are constructed and operated in the manner in which they were described and upon which approval was granted.
- 2. Condition 2 regarding change of Owner and Operating Agency is included to ensure that the Ministry records are kept accurate and current with respect to ownership and Operating Agency of the Works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
- 3. Condition 3 regarding construction of Proposed Works/record drawings is included to ensure that the Works are constructed in a timely manner so that standards applicable at the time of Approval of the Works are still applicable at the time of construction to ensure the ongoing protection of the environment, and that prior to the commencement of construction of the portion of the Works that are approved in principle only, the Director will have the opportunity to review detailed design drawings, specifications and an engineer's report containing detailed design calculations for that portion of the Works, to determine capability to comply with the Ministry's requirements stipulated in the terms and conditions of the Approval, and also ensure that the Works are constructed in accordance with the Approval and that record drawings of the Works "as constructed" are updated and maintained for future references.
- 4. Condition 4 regarding Bypasses is included to indicate that Bypass is prohibited, except in circumstances where the failure to Bypass could result in greater damage to the environment than the Bypass itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Bypass Events.
- 5. Condition 5 regarding Overflows is included to indicate that Overflow of untreated or partially treated sewage to the receiver is prohibited, except in circumstances where the failure to Overflow could result in greater damage to the environment than the Overflow itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Overflow Events.
- 6. Condition 6 regarding design objectives is imposed to establish non-enforceable design objectives to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs.
- 7. Condition 7 regarding compliance limits is imposed to ensure that the Final Effluent discharged from the Works to the environment meets the Ministry's effluent quality requirements.

- 8. Condition 8 regarding operation and maintenance is included to require that the Works be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the Owner. Such a manual is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the Works.
- 9. Condition 9 regarding monitoring and recording is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives and compliance limits.
- 10. Condition 10 regarding Limited Operational Flexibility is included to ensure that the Works are constructed, maintained and operated in accordance with the Approval, and that any pre-approved modification will not negatively impact on the performance of the Works.
- 11. Condition 11 regarding reporting is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for this Approval.

Schedule A 1. Application for Environmental Compliance Approval dated July 18, 2024 and received on July 18, 2024.

Schedule B

Final Effluent Design Objectives

Concentration Objectives prior to completion of construction of all Proposed Works

Final Effluent Parameter	Averaging Calculator	Objective (maximum unless otherwise indicated)				
CBOD5	Annual Average Effluent Concentration	20 mg/L				
Total Suspended Solids	Annual Average Effluent Concentration	20 mg/L				
Total Phosphorus	Annual Average Effluent Concentration	1 mg/L				
NitrateNitrogen	Annual Average Effluent Concentration	8 mg/L				

Concentration Objectives upon completion of construction of all Proposed Works

Final Effluent Parameter	Averaging Calculator	Objective (maximum unless otherwise indicated)				
CBOD5	Annual Average Effluent Concentration	20 mg/L				
Total Suspended Solids	Annual Average Effluent Concentration	20 mg/L				
Total Phosphorus	Annual Average Effluent Concentration	1 mg/L				
NitrateNitrogen	Annual Average Effluent Concentration	8 mg/L				

Schedule C

Final Effluent Compliance Limits

Concentration Limits prior to completion of construction of all Proposed Works

Final Effluent Parameter	Averaging Calculator	Limit (maximum unless otherwise indicated)
CBOD5	Annual Average Effluent Concentration	20 mg/L
Total Suspended Solids	Annual Average Effluent Concentration	20 mg/L
Total Phosphorus	Annual Average Effluent Concentration	1 mg/L
NitrateNitrogen	Annual Average Effluent Concentration	8 mg/L

Concentration Limits upon completion of construction of all Proposed Works

Final Effluent	Averaging Calculator	Limit (maximum unless otherwise indicated)				
Parameter		(maximum uniess otherwise indicated)				
CBOD5	Annual Average Effluent Concentration	20 mg/L				
Total Suspended Solids	Annual Average Effluent Concentration	20 mg/L				
Total Phosphorus	Annual Average Effluent Concentration	1 mg/L				
NitrateNitrogen	Annual Average Effluent Concentration	8 mg/L				

Schedule D

Monitoring Program

Final Effluent Sampling- Final Effluent sampling point (Final Effluent Chamber)

Parameters	Sample Type	Minimum Frequency
CBOD5	Grab	Monthly
Total Suspended Solids	Grab	Monthly
Total Phosphorus	Grab	Monthly
Total Ammonia Nitrogen	Grab	Monthly
Total Kjeldahl Nitrogen	Grab	Monthly
Nitrate as Nitrogen	Grab	Monthly
Nitrite as Nitrogen	Grab	Monthly
E. coli	Grab	Monthly
Dissolved Oxygen	Grab	Monthly
pH*	Grab	Monthly

^{*}pH of the Final Effluent shall be determined in the field at the time of sampling for Total Ammonia Nitrogen.

Groundwater Sampling

Sampling Points: MW1, MW2, MW4, MW5, MW6, MW7, MW8, MW9, MW10

Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	quarterly
Total Suspended Solids	grab	quarterly
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly
Dissolved Organic Carbon	grab	quarterly

Surface Water SamplingSampling Points: SW1, SW3, SW4, SW5, SW6

Parameter	Type of Sample	Minimum Frequency
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly

Schedule E

Limited Operational Flexibility

Protocol for Pre-Authorized Modifications to Works

1. General

- 1. Pre-authorized modifications are permitted only where Limited Operational Flexibility has already been granted in the Approval and only permitted to be made at the pumping stations and sewage treatment plant in the Works, subject to the conditions of the Approval.
- 2. Where there is a conflict between the types and scope of pre-authorized modifications listed in this document, and the Approval where Limited Operational Flexibility has been granted, the Approval shall take precedence.
- 3. The Owner shall consult the District Manager on any proposed modifications that may fall within the scope and intention of the Limited Operational Flexibility but is not listed explicitly or included as an example in this document.
- 4. The Owner shall ensure that any pre-authorized modifications will not:
 - a. adversely affect the hydraulic profile of the Sewage Treatment Plant or the performance of any upstream or downstream processes, both in terms of hydraulics and treatment performance;
 - b. result in new Overflow or Bypass locations, or any potential increase in frequency or quantity of Overflow(s) or Bypass(es).
 - c. result in a reduction in the required Peak Flow Rate of the treatment process or equipment as originally designed.

2. Modifications that do not require pre-authorization:

- 1. Works that are exempt from Ministry approval requirements;
- 2. Modifications to the electrical system, instrumentation and control system.

3. Pre-authorized modifications that do not require preparation of "Notice of Modification to Sewage Works"

1. Normal or emergency maintenance activities, such as repairs, renovations, refurbishments and replacements with Equivalent Equipment, or other improvements to an existing approved piece of equipment of a treatment process do not require pre-authorization. Examples of these activities are:

- a. Repairing a piece of equipment and putting it back into operation, including replacement of minor components such as belts, gear boxes, seals, bearings;
- b. Repairing a piece of equipment by replacing a major component of the equipment such as motor, with the same make and model or another with the same or very close power rating but the capacity of the pump or blower will still be essentially the same as originally designed and approved;
- c. Replacing the entire piece of equipment with Equivalent Equipment.
- 2. Improvements to equipment efficiency or treatment process control do not require pre-authorization. Examples of these activities are:
 - a. Adding variable frequency drive to pumps;
 - b. Adding on-line analyzer, dissolved oxygen probe, ORP probe, flow measurement or other process control device.

4. Pre-Authorized Modifications that require preparation of "Notice of Modification to Sewage Works"

- 1. Pumping Stations
 - a. Replacement or realignment of existing sewers including manholes, valves, gates, weirs and associated appurtenances provided that the modifications will not add new Influent source(s) or result in an increase in flow from existing sources as originally approved.
 - b. Extension or partition of wetwell to increase retention time for emergency response and improve station maintenance and pump operation;
 - c. Replacement or installation of inlet screens to the wetwell;
 - d. Replacement or installation of flowmeters;
 - e. Replacement, reconfiguration and modifications to pump suction and discharge pipings including valve, gates, motors, variable frequency drives and associated appurtenances to maintain firm pumping capacity or modulate the pump rate provided that the modifications will not result in a reduction in the firm pumping capacity or discharge head or an increase in the peak pumping rate of the pumping station as originally designed;
 - f. Replacement or realignment of existing forcemain(s) including valves, gates, and associated appurtenances provided that the modifications will not reduce the flow capacity or increase the total dynamic head and transient in the forcemain.

2. Sewage Treatment Plant

1. Sewers and appurtenances

a. Replacement or realignment of existing sewers (including pipes and channels), including manholes, valves, gates, weirs and associated appurtenances within the a sewage treatment plant, provided that the modifications will not add new Influent source(s) or result in an increase in flow from existing sources as originally approved and that the modifications will remove hydraulic bottlenecks or improve the conveyance of sewage into and through the Works.

2. Flow Distribution Chambers/Splitters

a. Replacement or modification of existing flow distribution chamber/splitters or construction of new flow distribution chamber/splitters, including replacements or installation of sluice gates, weirs, valves for distribution of flows to the downstream process trains, provided that the modifications will not result in a change in flow distribution ratio to the downstream process trains as originally designed.

3. Preliminary Treatment System

- a. Replacement of existing screens and grit removal units with equipment of the same or higher process performance technology, including where necessary replacement or upgrading of existing screenings dewatering washing compactors, hydrocyclones, grit classifiers, grit pumps, air blowers conveyor system, disposal bins and other ancillary equipment to the screening and grit removal processes.
- b. Replacement of channel aeration systems, including air blowers, air supply main, air headers, air laterals, air distribution grids and diffusers.

4. Secondary Treatment System

1. Biological Treatment

- a. Conversion of complete mix aeration tank to plug-flow multi-pass aeration tank, including modifications to internal structural configuration;
- b. Addition of inlet gates in multi-pass aeration tank for step-feed operation mode;
- c. Partitioning of an anoxic/flip zone in the inlet of the aeration tank, including installation of submersible mixer(s);
- d. Replacement of aeration system including air blowers, air supply main, air headers, air laterals,

air distribution grids and diffusers, provided that the modifications will not result in a reduction in the firm capacity or discharge pressure that the blowers are originally designed to supply or in the net oxygen transferred to the wastewater required for biological treatment as originally required.

2. Secondary Sedimentation

- a. Replacement of sludge removal mechanism, including sludge chamber;
- b. Replacement of scum removal mechanism, including scum chamber;
- c. Replacement of return activated sludge pump(s), waste activated sludge pump(s), scum pump(s), provided that the modifications will not result in a reduction in the firm pumping capacity or discharge head that the activated sludge pump(s) and scum pump(s) are originally designed to handle.

5. Supplementary Treatment Systems

1. Chemical systems

- a. Replacement or relocation of chemical storage tanks for existing chemical systems only, provided that the tanks are sited with effective spill containment;
- b. Replacement of chemical dosing pumps provided that the modifications will not result in a reduction in the firm capacity that the dosing pumps are originally designed to handle.
- c. Relocation and addition of chemical dosing point(s) including chemical feed pipes and valves and controls, to improve phosphorus removal efficiency;
- d. Use of an alternate chemical provided that it is a non-proprietary product and is a commonly used alternative to the chemical approved in the Works, provided that the chemical storage tanks, chemical dosing pumps, feed pipes and controls are also upgraded, as necessary.

6. Sludge Management System

- 1. Sludge Holding and Thickening
 - a. Replacement of sludge holding tanks, sludge handling pumps, such as transfer pumps, feed pumps, recirculation pumps, provided that modifications will not result in reduction in the solids storage or handling capacities;

7. Standby Power System

1. Replacement or installation of standby power system, including feed from alternate power grid, emergency power generator, fuel supply and storage systems, provided that the existing standby power generation capacity is not reduced.

3. Final Effluent Disposal Facilities

a. Replacement or realignment of the Final Effluent channel, sewer or forcemain, including manholes, valves and appurtenances from the end of the treatment train to the discharge outfall section, provided that the sewer conveys only effluent discharged from the Sewage Treatment Plant and that the replacement or re-aligned sewer has similar dimensions and performance criteria and is in the same or approximately the same location and that the hydraulic capacity will not be reduced.

This page contains an image of the form entitled "Notice of Modification to Sewage Works". A digital copy can be obtained from the District Manager.



Form 1 Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE DITRICT

MANAGER. Part 1 – Environmental Com	pliance Approval (ECA) with I	_imited Operational Flexibility				
(Insert the ECA's owner, number and issua ECA Number	nce date and notice number, Issuance Date (mm/dd/yy)	which should sta	art with "01" and consecutive numbers thereafter) Notice number (if applicable)				
ECA Owner	A Owner Municipal						
Part 2: Description of the m (Attach a detailed description of the sewage		art of the L	imited Operational Flexibility				
type/model, material, process name, etc. 2. Confirmation that the anticipated environ 3. List of updated versions of, or amendment) mental effects are negligible nts to, all relevant technical o	documents that ar	ewage work component, location, size, equipment re affected by the modifications as applicable, i.e. design brief, drawings, emergency plan, etc.)				
Part 3 – Declaration by Pro	fessional Engine	er					
practices, and demonstrating ongoing co	fessional Engineer who is lic ne Limited Operational Flexil stry's Design Guidelines, adh mpliance with s.53 of the Or	censed to practice bility as described pering to engineer otario Water Reso	e in the Province of Ontario;				
Name (Print)	•		PEO License Number				
Signature			Date (mm/dd/yy)				
Name of Employer			<u> </u>				
Part 4 – Declaration by Owi	nor						
I hereby declare that: 1. I am authorized by the Owner to complet 2. The Owner consents to the modification; 3. This modifications to the sewage works a 4. The Owner has fulfilled all applicable req	e this Declaration; and ire proposed in accordance under the proposed in accordance to the Environment of th	ntal Assessment i	Operational Flexibility as described in the ECA. 4ct. contained in this form is complete and accurate				
Name of Owner Representative (Print)		Owner representative's title (Print)					
Owner Representative's Signature		Date (mm/dd/yy)					
EPB Form							

Schedule F

Methodology for Calculating and Reporting Annual Average Effluent Concentration

2. Annual Average Effluent Concentration

- Step 1: Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year and proceed as follows depending on the result of the calculation:
 - a. If the arithmetic mean does not exceed the compliance limit for the contaminant, then report and use this arithmetic mean as the Annual Average Effluent Concentration for this parameter where applicable in this Approval;
 - b. If the arithmetic mean exceeds the compliance limit for the contaminant and there was no Bypass Event during the calendar year, then report and use this arithmetic mean as the Annual Average Effluent Concentration for this parameter where applicable in this Approval;
 - c. If the arithmetic mean exceeds the compliance limit for the contaminant and there was Bypass Event(s) during the calendar year, then proceed to Step 2;
 - d. If the arithmetic mean does not exceed the compliance limit for the contaminant and there was Bypass Event(s) during the calendar year, the Owner may still elect to proceed to Step 2 calculation of the flow-weighted arithmetic mean.
- Step 2: Calculate the flow-weighted arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year and proceed depending on the result of the calculation:
 - a. Group No Bypass Days (**NBPD**) data and Bypass Days (**BPD**) data during a calendar year separately;
 - b. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all NBPD during a calendar year and record it as **Annual Average NBPD Effluent Concentration**;
 - c. Obtain the "**Total Annual NBPD Flow**" which is the total amount of Final Effluent discharged on all NBPD during the calendar year;

- d. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all BPD during a calendar year and record it as **Annual Average BPD Effluent Concentration**;
- e. Obtain the "**Total Annual BPD Flow**" which is the total amount of Final Effluent discharged on all BPD during the calendar year;
- f. Calculate the flow-weighted arithmetic mean using the following formula:

[(Annual Average NBPD Effluent Concentration × Total Annual NBPD Flow) + (Annual Average BPD Effluent Concentration × Total Annual BPD Flow)] ÷ (Total Annual NBPD Flow + Total Annual BPD Flow)

It should be noted that in this method, if there are no Bypass Event for the calendar year, the calculated result would be the same as the non-flow-weighted arithmetic mean method;

g. Report and use the lesser of the flow-weighted arithmetic mean obtained in Step 2 and the arithmetic mean obtained in Step 1 as the Annual Average Effluent Concentration for this parameter where applicable in this Approval.

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 8154-AR4J2T issued on September 18, 2017.

In accordance with Section 139 of the *Environmental Protection Act*, you may by written notice served upon me, the Ontario Land Tribunal and in accordance with Section 47 of the *Environmental Bill of Rights*, 1993, the Minister of the Environment, Conservation and Parks, within 15 days after receipt of this notice, require a hearing by the Tribunal. The Minister of the Environment, Conservation and Parks will place notice of your appeal on the Environmental Registry. Section 142 of the *Environmental Protection Act* provides that the notice requiring the hearing ("the Notice") shall state:

- a. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- b. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the *Environmental Protection Act*, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

- 1. The name of the appellant;
- 2. The address of the appellant;
- 3. The environmental compliance approval number;
- 4. The date of the environmental compliance approval;
- 5. The name of the Director, and;
- 6. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

and

This Notice must be served upon:

Registrar*
Ontario Land Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5
OLT.Registrar@ontario.ca

The Minister of the Environment, Conservation and Parks 777 Bay Street, 5th.Floor Toronto, Ontario M7A 2J3 The Director appointed for the purposes of Part II.1 of the *Environmental Protection Act* Ministry of the Environment, Conservation and Parks 135 St. Clair Avenue West, 1st Floor Toronto, Ontario M4V 1P5

* Further information on the Ontario Land Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349 or 1 (866) 448-2248, or www.olt.gov.on.ca

and

This instrument is subject to Section 38 of the *Environmental Bill of Rights*, 1993, that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek leave to appeal within 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry at https://ero.ontario.ca/, you can determine when the leave to appeal period ends.

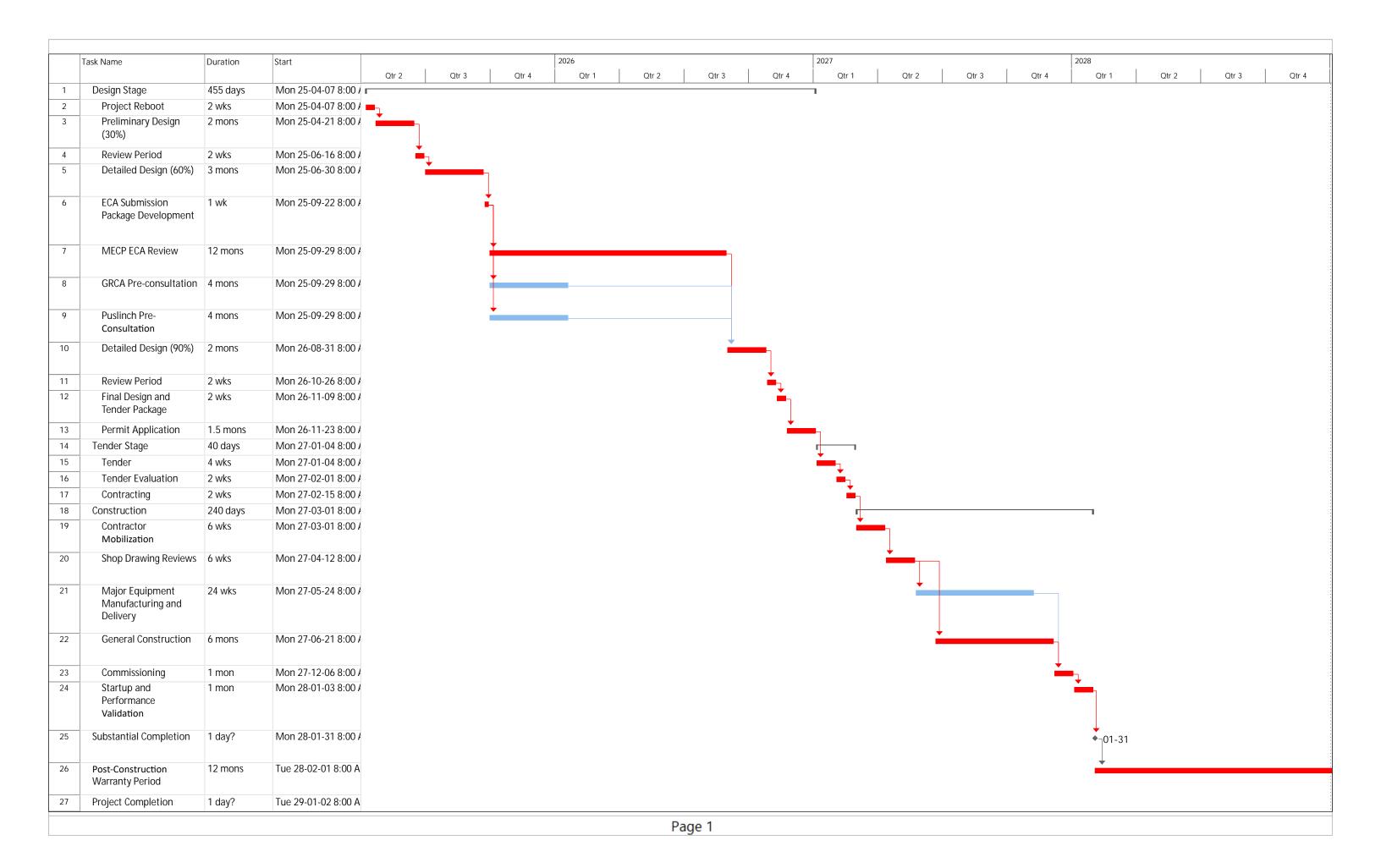
The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 7th day of March, 2025

Fariha Pannu, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

KH/

c: District Manager, MECP Guelph District. Paula Steel, P.Eng., Associated Engineering Ltd.



	Task Name	Duration	Start				2026				2027					2028					
				Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr	2	Qtr 3	Qtr 4	Qtr 1		Qtr 2	Qtr	3	Qtr 4
1	Design Stage	405 days	Mon 25-05-05 8:00								'						'				
2	Project Reboot	2 wks	Mon 25-05-05 8:00	■┐																	
3	MECP Preconsultation	5 days	Mon 25-06-16 8:00																		
4	Detailed Design (60%)	3 mons	Mon 25-05-19 8:00		<u></u>																
5	ECA Submission Package Development	1 wk	Mon 25-08-11 8:00		•																
6	MECP ECA Review Period (1 year is service standard)	12 mons	Mon 25-08-18 8:00		<u>*</u>																
7	GRCA Pre-consultation	4 mons	Mon 25-08-18 8:00																		
8	Puslinch Pre-Consultation	4 mons	Mon 25-08-18 8:00		*																
9	Detailed Design (90%)	2 mons	Mon 26-07-20 8:00						<u></u>												
10	Access Road and Groundwater Disposal Design	3 mons	Mon 25-09-08 8:00		•																
11	Review Period	2 wks	Mon 26-09-14 8:00						▼	ſ											
12	Final Design and Tender Package	2 wks	Mon 26-09-28 8:00																		
13	Permit Application	1.5 mons	Mon 26-10-12 8:00							<u>*</u>											
14	Tender Stage	50 days	Mon 26-11-23 8:00							-	—										
15	Tender	6 wks	Mon 26-11-23 8:00							*	_ _										
16	Tender Evaluation	2 wks	Mon 27-01-04 8:00								— 7										
17	Contracting	2 wks	Mon 27-01-18 8:00								<u> </u>										
18	Construction	215 days	Mon 27-02-01 8:00								-				 i						
19	Contractor Mobilization	6 wks	Mon 27-02-01 8:00									<u> </u>	٦								
20	Groundwater Disposal Construction	3 wks	Mon 27-03-15 8:00																		
21	Access Road Constuction	3 wks	Mon 27-03-15 8:00																		
22	Shop Drawing Reviews	6 wks	Mon 27-03-15 8:00									↓									
23	Materials Procurement and Delivery	4 wks	Mon 27-04-26 8:00									—									
24	General Construction (1 to 2 Tilebeds)	6 mons	Mon 27-05-24 8:00									I	↓]						
25	Commissioning	2 wks	Mon 27-11-08 8:00												↓						
26	Startup and Performance Validation	1 wk	Mon 27-11-22 8:00												•						
27	Substantial Completion (Phase 1)	1 day?	Mon 27-11-29 8:00												•	11-29					



May 7, 2025 Project No. 2401169/199024

Township of Puslinch RR3, 7404 Wellington Road 34 Guelph, ON N1H 6H9 Attn. Ms. Courtenay Hoytfox

Re: 2024 Annual Operations and Maintenance Report for the Wastewater Treatment System Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes Community) Wellington County Road 34, Puslinch, ON

Dear Ms. Hoytfox:

As requested, GEI Consultants Canada Ltd. has reviewed the '2024 Annual Operations and Maintenance Report for the Wastewater Treatment System' prepared for the Wellington Common Elements Condominium Corporation #214 (WCECC #214) by the Ontario Clean Water Agency (OCWA) dated March 14, 2025 (hereafter referred to as the Annual Report). The annual report is required as per the 2014 Operations and Maintenance agreement between WCECC #214 and the Township of Puslinch (the Township).

WCECC #214, formerly known as the Mini Lakes Mobile Home Community, is located on Wellington County Road 34 in the Township of Puslinch and is serviced with a communal wastewater collection system and a wastewater treatment plant (WWTP) with subsurface disposal beds. The WWTP serves approximately 292 residential units and common amenities and has a rated capacity of 158 m³/day average daily flow. The collection system consists of five sewage pumping stations discharging into the wastewater treatment plant. The treatment process includes a primary settling tank, dual rotating biological contactors (RBCs) with alum injection systems, dual intermediate clarifiers, dual denitrification tank with carbon dosing, and dual final clarifiers. An effluent pump station discharges treated effluent to the subsurface disposal system.

In October 2017, OCWA was retained as the Operating Authority for the wastewater collection and treatment system, which was previously operated by American Water Canada Corporation until the end of September 2017. The wastewater collection and treatment system is operated under the Ministry of the Environment, Conservation and Parks (MECP) Amended Environmental Compliance Approval (ECA) 8154-AR4J2T dated September 18, 2017. The current ECA replaced the previously issued Amended ECA No. 2391-9KCJUS dated June 1, 2016.

1.0 Raw Sewage Quality

The untreated (raw) sewage samples generated by the Mini Lakes Community are taken in the primary clarifiers. A total of 26 raw sewage samples were collected during 2024. The concentration of incoming raw sewage influent in 2024 was considered to be "low strength" when compared to the typical raw sewage concentration reported by Metcalf & Eddy. Table 1 summarizes the average raw sewage quality for the year 2024 including the characteristics of typical composition of untreated domestic wastewater based on Metcalf and Eddy Fourth Edition (2002).

Table 1. Raw Sewage Concentration (2023)

David and the settle	YTD Avg	Typical Raw Sewage Concentration ^f						
Parameters (mg/L)	(Jan. 1, 2024, to Dec. 31, 2024) ^a (mg/L)	Low strength	Medium	Low strength				
CBOD ₅ ^b	74.57	110	190	350				
TSS ^c	91.72	390	720	1230				
Total Ammonia-N	16.70	12	25	45				
TKN ^d	20.81	20	40	70				
TPe	3.07	4	7	12				

a. Year to date (YTD), or annual average concentration, as reported by OCWA.

2.0 Effluent Quality

The treated sewage effluent is monitored twice a month prior to discharge to the leaching bed as required by the ECA. Treated effluent samples are collected from the effluent pump chamber prior to discharge to the leaching bed. A total of 26 effluent quality samples were reported to be collected during 2024.

Table 2 summarizes the average effluent quality for the year 2024, presented as year to date (YTD) average concentrations (Column 2), previous YTD average (2022) (Column 3) and ECA Compliance Limit (Column 4). It is noted that the effluent limits in the ECA are based on annual average concentrations for any calendar year. As per the ECA, a non-compliance, with respect to effluent quality, occurs when the annual average concentration of any of the treated effluent parameters, based on all grab samples collected in accordance with the ECA requirements, during any calendar year, exceeds its effluent compliance limit concentration.

b.CBOD₅ = 5-day Carbonaceous Biological Oxygen Demand

c. TSS = Total Suspended Solids

d.TKN = Total Kjeldahl Nitrogen

e.TP = Total Phosphorous

f. Metcalf and Eddy Fourth Edition (2002)

Table 2. Effluent Limits, ECA No. 8154-AR4J2T

Parameters (mg/L)	YTD Avg (Jan. 1, 2024, to Dec. 31, 2024) ^a (mg/L)	Parameters YTD Avg (Jan. 1, 2023, to Dec. 31, 2023) ^a (mg/L)	Amended ECA Compliance Limit (mg/L)
CBOD5 ^b	13.27	14.63	20
TSS ^c	22.42	30.83	20
TP^d	1.25	1.94	1
NO3 ^e (Nitrate-Nitrogen)	4.33	6.84	8

a. Year to date (YTD), or annual average concentration, as reported by OCWA.

Based on reported concentrations, the YTD, or average annual concentrations of TSS and TP, exceed the ECA compliance limits for these parameters. The YTD average annual concentrations of CBOD $_5$ and NO $_3$ are within the ECA compliance limits for the 2024 monitoring period for these parameters. Additional details are discussed below.

Total Phosphorus (TP)

Effluent TP concentrations were reported above the compliance limit of 1 mg/L in most of the months during 2024, with a reported annual average of 1.25 mg/L. 2024 was the second consecutive year when the annual average concentration of TP exceeded the compliance limit. Prior to 2023, the annual average effluent TP concentrations were in compliance. OCWA reports that it is suspected that the 50% reduction in treatment capacity at the WWTP due to the failure of a RBC gearbox, impacted the way alum was dosed to account for flow variations through the operational unit. The SCADA system does not provide loop control capabilities for alum addition. However, both RBC units were operational between April and November 2024, and TP exceedances continued throughout this time period.

It is recommended that TP continues to be closely monitored and that if the effluent concentration of TP remains elevated during 2025, further investigation and action to limit effluent concentrations of TP should be undertaken.

Carbonaceous Biological Oxygen Demand (CBOD₅)

Exceedances of the ECA compliance limit for $CBOD_5$ were recorded on April 10, 2024 (23 mg/L), and December 30, 2024 (28 mg/L). However, overall, during the 2024 effluent quality sampling events, the average annual $CBOD_5$ was 13.27 mg/L, below the effluent compliance limit of 20 mg/L. Quarterly average concentrations were higher during January to April 2024, and then dropped from May to November, when both RBC units were operational, before increasing in late November and December.

The annual average effluent CBOD₅ concentration was lower in 2024 than during six of previous ten years (from 2014-2023), including 2023.

b.CBOD5 = 5-day Carbonaceous Biological Oxygen Demand

c. TSS = Total Suspended Solids

d.TP = Total Phosphorous

e.NO3 = Nitrate

It is recommended that CBOD₅ continues to be closely monitored and further investigated if levels remain elevated during 2025.

Nitrate (NO₃-N)

The monthly NO_3 -N concentrations were below the compliance limit (8 mg/L), except for two samples taken during Q3. In Q3, the reported concentrations on July 3, 2024 (8.89 mg/L), and July 31, 2024 (8.49 mg/L) exceeded the compliance limit. Overall, the average annual effluent concentration of NO_3 -N was 4.33 MG/l, which is below the compliance limit of 8 mg/L.

OCWA notes that ammonia conversion to nitrate was low during Q1, the start of Q2, and the end of Q4, when the WWTP was operating at 50% capacity. During this time nitrate concentrations in the effluent were low, but not due to a high level of removal by the treatment process. Nitrates were higher in the effluent during the months when the WWTP was fully operational, due to increase in ammonia conversion. The WWTP appeared to remove these nitrates from the final effluent somewhat adequately. However, OCWA notes that due to high dissolved oxygen (DO) levels in the treated effluent, the anoxic denitrification process (converting nitrates to nitrogen gas) is not functioning well.

Although the treatment system met the effluent nitrate concentration compliance limit in 2024, and also during 2020, 2021, and 2023, the treatment system continues to face challenges including poor nitrification (ammonia to nitrite to nitrate) and denitrification (nitrate to nitrogen gas). This should be monitored during 2025, and corrective actions taken were possible to improve these processes.

Total Suspended Solids (TSS)

Per the Annual Report, with the exception of two samples taken in January 2024, all other samples taken in Q1 and Q2 exceeded the 20 mg/L compliance limit. In Q3, a decrease in effluent TSS concentration levels was observed, and with the exception of three samples, concentrations were below the compliance limit. During Q4, the TSS effluent concentration level increased again, with five of seven samples above the compliance limit. The 2024 annual average effluent TSS concentration was 22.42 mg/L, which continues to exceed the compliance limit.

The upward trend in effluent TSS concentrations appears to have started in the second quarter of 2018 and continued throughout 2019, 2020, 2021, 2022, and 2023. During Q1, Q2 and Q3 of 2024, the quarterly average effluent concentrations were lower compared to those same periods in 2023. However, in Q4, the effluent TSS concentration was higher than during the corresponding period in 2023. TSS removal performance during 2024 was overall better than during 2020 to 2023.

Per the Annual Report, the months with the poorest TSS removal performance were from the beginning of 2024 to early April and from November until the end of the year. These coincide with the periods when RBC#2 was offline, and the facility was operating at 50% capacity. In contrast, the TSS removal performance towards the end of Q2, throughout Q3, and into the beginning of Q4—when both RBC units were fully operational—was reported to be lower and mostly within compliance.

Operational efforts, including increased hauling frequency, have been implemented to address TSS removal performance issues. However, these measures appear insufficient to maintain effluent TSS

concentration levels within compliance. Sludge management will need to be addressed more comprehensively in future WWTP upgrades.

3.0 Subsurface Disposal System

During 2024, concerns about sporadic pooling and standing water around the five (5) sewage disposal beds persisted. These issues, caused by subsurface piping plugging and extreme weather leading to soil saturation, continue to affect the site. Mini Lakes approved the capital work to address these problems, and OCWA engaged a Consulting Engineer to design the replacement Subsurface Disposal System. Associated Engineering (AE) was awarded the project and initiated the Geotechnical Investigation to commence the design phase.

The original plan to relocate the tile beds to the west end of the property was revised following MECP's review of the geotechnical report. MECP directed the project team to rehabilitate or replace the beds at their current location. Given the high-water table and a biomat depth of approximately 3 meters, a Permit to Take Water (PTTW) is required for dewatering during reconstruction. A PTTW application was submitted, with a pre-consultation meeting taking place with the MECP on November 12, 2024.

To facilitate heavy construction traffic and minimize disruptions to the community, the Design Engineer is planning a temporary access road at the south end of the property. The original route, proposed through the forested area north of the site, was not approved by GRCA and the County. Mini Lakes is negotiating a lease with adjacent farmland for an alternative route.

4.0 Sewage Flows

Maximum daily flows exceeded the rated capacity of 158 m³/day throughout the year in 2024. The highest recorded data was in July (456 m³/day). This high flow was likely caused by the significant amount of precipitation in Q3. The second highest exceedance was in January at 238 m³/day. It is also probable that the increase in flows during January was a result of considerable precipitation events.

The WWTP is rated for an "Average Daily Flow" rate of 158 m³/day. "Average Daily Flow" as defined in the ECA as the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the sewage works that year. The Average Daily Flow for 2024 to the plant was 130.26 m³/day which represents approximately 82% of the current rated plant capacity. The plant is considered in compliance with the ECA with respect to effluent flows. The recorded flow for this year (2024: 130.26 m³/day) has decreased compared to the previous year (2023: 134.16 m³/day). However, in 2024, the trend of increased effluent flows seen since 2020 appeared to continue, compared to pre-pandemic effluent flows (2012-2019).

Although there is evidence that some infiltration and inflow is occurring, the "Average Daily Flow" to the plant is within the compliance limits of the ECA and appears to be within the maximum hydraulic capacity of the plant (237 m³/day, based on a 1.5 peaking factor). It is recommended that the peak flows to the plant are closely monitored moving forward. Practices which reduce inflow may also be proactively considered, such as installation of inflow dishes on low lying maintenance hole lids.

It is noted that high groundwater elevations are known to occur in many areas of the site and are likely a significant contributor to sewer system infiltration.

5.0 Groundwater Level

In accordance with the ECA, groundwater level and groundwater quality monitoring are completed at the site in nine (9) existing groundwater monitoring wells and two additional monitoring wells. Based on the Annual Report, the groundwater levels of most monitoring wells remained consistent with previous years. No data (water depth and sampling results) are available for MW#2 during Q3 and Q4 of 2024. MW#2 was damaged by a contractor working on a road and drainage upgrade project and it was not available during the quarterly sampling rounds. The well is being assessed, and it is anticipated that repairs will be completed before the end of Q1 2025.

As reported, groundwater level fluctuations were observed in 2024, which is expected based on climatic conditions and seasonal variations in weather, such as the amount and type (e.g., snow vs. rainfall) of precipitation as well as regional fluctuations in groundwater levels.



Figure 1. Groundwater Monitoring Wells and Surface Water Sampling Locations

6.0 Groundwater Quality Monitoring

Based on the results of the quarterly groundwater quality monitoring, there are higher levels of nitrates in MW-2 and MW-4, which are located near sewage subsurface disposal beds. During Q1 and Q2, the nitrate concentrations at MW-2 were reported to be 11.4 mg/L and 10.6 mg/L, which exceeds the regulatory limit of 10 mg/L set by the Ontario Drinking Water Quality Standard (ODWQS).

Total phosphorus concentrations in the groundwater were within levels expected for shallow groundwater, although higher concentrations were found in monitoring wells MW-1, MW-8 and MW-9. This could be due to agricultural run-off or the influence of nearby ponds. The present levels of phosphorus do not appear to be a concern.

Groundwater E. coli levels were all 2 cfu/100 mL or less during 2024 monitoring, with the exception of Q2 for MW-9 (8 cfu/100 mL) and MW-8 (4 cfu/100 mL) and Q3 for MW-9 (90 cfu/100 mL). E. coli levels below 100 cfu/100 mL are generally considered to be a result of surface water influences, rather than attributed to a sewage collection system leak or to leaching from the subsurface disposal system.

High concentrations of Dissolved Organic Carbon (DOC) were found at MW-1, MW-8 and MW-9 during 2024. This is consistent with previous years. The DOC can be attributed to the local presence of water with high levels of organic material. The ponds throughout the community and the high elevation of groundwater levels could explain these results.

7.0 Surface Water Quality Monitoring

Quarterly surface water quality samples were collected in 2024 at five (5) locations. Generally, the analytical results of water quality with respect to key indicator parameters for surface water including nitrates, total phosphorus and ammonia are comparable for the upstream, throughout the property and downstream monitoring locations.

All the surface monitoring locations showed E. coli levels below 100 cfu/100 mL during 2024. The highest levels were reported during the June and September sampling events for SW-1 (98 CFU/100ml and 90 CFU/mL). SW-1 is located upgradient of the Mini Lakes onsite sewage disposal system and is located near an existing pond, which is considered the likely source of E. Coli, especially following rain events.

All surface water phosphorus concentration levels for 2024 were below 0.03 mg/L. Overall, total phosphorus concentrations remain low.

All surface water nitrate concentrations were reported to be 0.64 mg/L or lower, which is well below the 13 mg/L limit.

8.0 Operational Issues and System Maintenance

System maintenance activities and operational issues are summarized in the Annual Report. For the most part, the maintenance activities undertaken comprise general housekeeping items typically required in the operation of a WWTP and sewage collection system, as well as upgrades to equipment to mitigate operational issues. The 2024 activities included monitoring of sludge levels and removal as needed, repair, maintenance and/or replacement of various system components including pumps and the gearbox from RBC#2. Sludge was regularly hauled from the primary clarifiers, and at times sewage pumping stations were pumped down by a sewage hauler.

9.0 Condition Assessments and Investigation

In April 2024, a new gearbox for RBC#2 was imported from Germany and installed. The gearbox failed again in November 2024. Hannah Environmental conducted an on-site troubleshooting session in early December to address the issue. As of the end of 2024, the WWTP is operating without RBC#2, at only 50% capacity.

A preliminary inspection of the subsurface disposal system (tile beds) was completed in June 2021 by Howden Edgar. The inspection resulted in the identification of necessary remedial work to ensure the proper functioning of the tile bed. Mini Lakes reviewed and authorized this work, and 60% design of the tile bed replacement at the existing location was completed. In 2022, a geotechnical investigation was completed by Associated Engineering (AE), due to the high estimated cost of retaining the beds in their existing location. A pre-consultation process with the MECP commenced to consider relocating the beds to an alternative site. Per the 2023 Annual Report, the MECP expressed concerns regarding disposing of effluent at the alternative location. Therefore, it is once again proposed that the tile beds be replaced or rehabilitated at their current location. The existing biomat, located 3 meters below ground in a highwater table area, will require a Permit to Take Water (PTTW) for dewatering. A PTTW application has been submitted, with a pre-consultation meeting completed on November 12, 2024. Significant soil movement is expected at the tile bed site, prompting the Design Engineer to plan a temporary access road across the southern property to minimize community impact. The initial alignment through the forested area north of the property was rejected by the GRCA and County, so Mini Lakes is negotiating a lease for an alternative route on adjacent farmland.

10.0 Required Improvements

Several recommendations to improve the overall system performance were identified throughout this and previous annual reports. The following items should be addressed during 2025:

- As of the end of 2024, the WWTP was operating at 50% capacity with only one RBC unit
 operational due to a gearbox failure seven months after installation. The OCWA Ops Team have
 reportedly engaged with electrical and mechanical contractors, as well as the
 manufacturer/supplier of the RBC units, to find a solution. An update of these efforts and a plan
 of action to return the WWTP to 100% capacity, if that is feasible, should be provided.
- In the meantime, OCWA mobilized a Portable Treatment Facility (PTF) to the Mini Lakes property during 2024. In July 2024, OCWA submitted an ECA amendment application to the MECP for this PTF unit and followed up with MECP approval branch regarding the status of the application periodically. As of December 31, 2024, ECA approval had not been granted for the unit. Please provide an update when available.
- Plans to design and construct major WWTP upgrades are reportedly on hold pending utility power upgrades. The two options being considered for wastewater treatment – membrane aerated bioreactor (MAR) and rotating biological contact (RBC) with denitrifying filters, both require significant power upgrades. A New Customer Connection Information (NCCI) form has reportedly been submitted to Hydro One. Please provide an updated anticipated schedule for major WWTP upgrades.

- Work of tile bed replacement/rehabilitation should continue to be prioritized once an access road has been established and the PTTW for dewatering activities during construction has been received.
- The TSS removal process continues to need significant attention due to ongoing non-compliance.
- Monitoring and adjustment of alum dosages may be required to optimize phosphorus removal.
- The nitrification and denitrification processes should continue to be monitored on an ongoing process, and any mitigative efforts to improve the processes should be implemented.
- MH joints should be inspected to determine the extent of infiltration and whether any mitigative actions such as installation of dishes, upgrading chimneys, and raising lids should been taken.

The above matters and issues should be addressed, and any progress or resolutions reported in future quarterly and annual monitoring reports.

11.0 Conclusions and Recommendations

Based on the information provided in the '2024 Annual Operations and Maintenance Report for the Wastewater Treatment System' prepared by OCWA (March 14, 2025), the WCECC #214 wastewater treatment plant effluent did not meet the MECP ECA compliance limits for TP and TSS based on an annual average effluent quality basis during 2024. The effluent did meet the compliance limits for NO_3 and $CBOD_5$.

The 2024 average effluent flow was reported at 130.26 m³/day which represents approximately 82% of the current rated plant capacity of 158 m³/day and is below the sewage flow compliance limit stipulated in the ECA.

Based on our review of the 2024 Annual Monitoring Report we recommend that:

- The Owner and Operators need to continue to take actions to bring the wastewater treatment plant into compliance with respect to ECA requirements.
- The design of future system upgrades should be completed as soon as possible, with a goal of construction within the next one to two years.
- In the meantime, near-term improvements to the wastewater treatment and disposal system should be pursued, including but not limited to, tile bed rehabilitation/replacement, and RBC gearbox repairs/replacement if feasible.
- The Portable Treatment Facility should be brought online when the ECA is received, if bringing the WWTP back to full operational capacity is not feasible.
- Plant effluent flow rates should be monitored closely moving forward.
- Operators should continue to closely monitor effluent parameters and take corrective action, as required.

We trust this is sufficient for your requirements. If you have any questions, please do not hesitate to contact us.

Sincerely,

GEI Consultants



Andrea Reed, P.Eng. Project Engineer

AR/hb

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Wellington Common Elements Condominium Corporation #214 (WCECC #214)

2024 Annual Operations and Maintenance Report for the Wastewater Treatment System

SUBMITTED BY

Ontario Clean Water Agency 2085 Hurontario Street, Suite 500 Mississauga, ON L5A 4G1

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MINI LAKES 2024 ANNUAL OPERATIONS AND MAINTENANCE REPORT
WASTEWATER TREATMENT SYSTEM
MARCH 2025

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1 Introduction

The Ontario Clean Water Agency (OCWA) was contracted by the Wellington Common Elements Condominium Corporation #214 (CECC #214) to prepare an Annual Operations and Maintenance Reports for the Mini Lakes Wastewater Treatment System (WWTS) as required by Section 2.4 of the 2014 Operations and Maintenance agreement between CECC#214 and the Township of Puslinch.

This report includes:

- A summary of the test results from the monitoring program,
- A list of the monitored flows with a summary of average use per unit,
- A list of equipment or components scheduled for replacement,
- A summary of the conditions of the treatment system,
- A list of operating issues/problems encountered during the year and repairs made to the WWTS,
- A copy of the Operations and Maintenance Contract for the following year.

2 Wastewater Treatment System (WWTS)

The Mini Lakes community is located on Wellington County Road #34 directly northeast of Aberfolye in the Township of Puslinch. At present, there is an Operation and Maintenance Agreement between Mini Lakes and the Township of Puslinch to ensure the general requirements for operation and maintenance, repair and replacement of the WWTS are met.

In October 2017, the Mini Lake Board retained the Ontario Clean Water Agency (OCWA) as the Operating Authority to operate and maintain the WWTS. It should be noted that American Water Canada Corporation (AWC) was the operating authority until the end of September 2017.

At present, the system operates under the Amended Environmental Compliance Approval (ECA) number 8154-AR4J2T issued in September 18; 2017. A copy of the amended ECA is included in Appendix A.

The Mini Lakes WWTS is composed of the following areas:

- Wastewater Collection System
- Wastewater Treatment Plant
- Subsurface Disposal System



2.1 Wastewater Collection System

Domestic sewage from the residences is collected via gravity mains into five Sewage Pumping Stations (SPS). All five SPS discharge directly into the existing Wastewater Treatment Plant (WWTP). A description of the five SPS is provided in Table 2-1.

Table 2-1: Mini Lakes Sewage Pumping Stations

Sewage Pumping Station (SPS)	Description
SPS-1	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located at the intersection of Ash Avenue, Cross Street and Pine Street servicing approximately 77 units), equipped with two submersible pumps, each pump rated at 1.8 L/s at 28.98 m TDH and having a working volume of 0.405 m³, and a forcemain, approx. 29 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-2 and PS-3, where the common forcemain continues approximately 621 m to discharge directly to the WWTP.
SPS-2	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Jasper Heights Drive approximately 110 m northeast of Garden Parkway servicing approximately 132 units), equipped with two submersible pumps, each pump rated at 2.225 L/s at 33.82 m TDH and having a working volume of 0.501 m³, and a forcemain, approx. 224 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the WWTP.
SPS-3	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Lot 62 Hemlock, servicing approximately 42 units), equipped with two submersible pumps, each pump rated at 1.075 L/s at 32.2 m TDH and having a working volume of 0.242 m³, and a forcemain, approx. 229 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the WWTP.
SPS-4	One 1,200 mm diameter fibreglass package duplex sewage pumping station (located adjacent and on the north corner of Lot 227 on Cedarbush Crescent, servicing approximately 53 units and a community centre), equipped with two submersible pumps, each pump rated at 1.35 L/s at 7.27 m TDH and having a working volume of 0.304 m³, and a forcemain, approx. 358 m long, extending from the pump station before discharging directly to the WWTP.
SPS-5	One 1,200 mm diameter precast concrete duplex sewage pumping station (located at the intersection of Water Street and Basswood to service Phase 2 and 3 development, and will ultimately service approximately 79 units), equipped with two submersible pumps, each pump rated at 2.55 L/s at 14.75 m TDH and having a working volume of 0.469 m³, and a forcemain, approx. 207 m long, discharging into the 75 mm diameter forcemain from PS-4, where the common forcemain continues for approximately 29 m before discharging directly to the WWTP.



2.2 Wastewater Treatment Plant (WWTP)

The Mini Lakes WWTP has a rated capacity of 158 m³/d average daily flow and serves 292 residential units and common elements within the complex. The existing facility features dual RBC trains operating in parallel inside a building which also houses a primary settlement tank, intermediate clarifier, denitrification tank and final clarifiers and an effluent pump chamber. Table 2-2 describes the main process equipment and components currently present at the Mini Lakes WWTP.

Table 2-2: Mini Lakes WWTP

WWTP Process Units	Description
Primary Settlement Tank	A concrete common primary settlement tank with cover, approx. 8.1m wide x 8.5m long x 1.73m liquid depth discharging (via an outlet pipe to each treatment train) to the rotating biological contactors, complete with gear motor and drive mechanism.
Rotating Biological Contactors	Two rotating biological contactors (RBCs) with a 2.35 m diameter rotor, each equipped with low profile fixed baffles and establish four zones per rotor, and provide approx. 4,179 m ² of bio-support media area.
Intermediate Clarifiers	Two hopper bottom 3 m x 3.6 m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems.
Denitrification Tanks	Two denitrification tanks (approx. 5.06 m x 3.6 m) each consisting of 4,704 m ² of submerged rigid media, complete with an adjustable flow distribution box; one 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to the denitrification tanks, complete with spill containment facilities.
Chemical Feed System	Chemical feed system comprising of one 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approximately 1.5 L/hr of alum into the last stage of the RBC rotor complete with spill containment facilities.
Final Clarifiers	Two hopper bottom final clarifiers (3 m \times 3.6 m) per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems.
Effluent Pump Chamber	A 50,000 L capacity effluent pump chamber equipped with five submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11 m TDH (max.), to discharge treated effluent via a splitter valve and five 75 mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system.

A simplified process schematic is provided below in Figure 2-1.



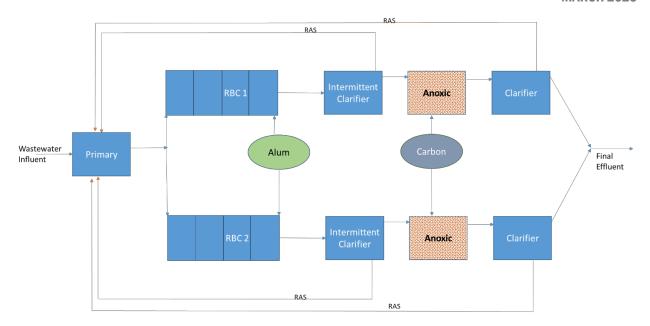


Figure 2-1: Mini Lakes WWTP Simplified Process Schematic.

2.3 Subsurface Disposal System

The Mini Lake Sewage Treatment System also contains a subsurface disposal system comprising five shallow buried trench absorption cells, with each cell comprising of:

- Six zones with eight laterals and each lateral is located within a trench 18 m long and 0.6 m wide.
- A hollow inverted semi-circular chamber housing a 25 mm PVC pressurized pipe with 3.2 mm holes spaced at 1 m c/c per zone, for a total of approximately 864 m of piping per cell (total of approximately 4,320 m of piping) with distribution valve assembly and manifold.

3 Monitoring Program

The monitoring program currently in place for the Mini Lake WWTS involves a combination of monthly effluent quality sampling and groundwater and surface water quarterly sampling as follows:

3.1 Monthly Raw Sewage Monitoring & Sampling

Raw sewage samples in the influent are taken bi-weekly in the primary clarifier pump chamber at the sewage treatment facility to assess treatment performance of the existing treatment system as per the program defined in Table 3-1.



Table 3-1: Mini Lakes WWTS Raw Sewage Sampling Program

Sampling Location	Parameter	Type of sample	Frequency
_	Carbonaceous Biological Oxygen Demand (CBOD ₅)	Grab	Bi-Weekly
	Total Suspended Solids (TSS)	Grab	Bi-Weekly
	Total Phosphorus (TP)	Grab	Bi-Weekly
_	Total Ammonia Nitrogen (TAN)	Grab	Bi-Weekly
Raw Clarifier Pump Chamber	Nitrate – Nitrogen (NO₃-N)		
Chamber –	Nitrite – Nitrogen (NO ₂ -N)		
_	Total Kjeldahl Nitrogen (TKN)	Grab	Bi-Weekly
_	E. coli		
_	Dissolved Oxygen (DO)		
_	рН	Grab	Bi-Weekly

3.2 Monthly Effluent Monitoring & Sampling

According to the current ECA, Mini Lakes is required to analyze monthly effluent samples to assess compliance with the effluent quality limits as per the program defined in Table 3-2.

Table 3-2: Mini Lakes WWTS Effluent Sampling Program and Effluent Compliance Limits

Sampling Location	Parameter	Type of sample	Frequency		
	Carbonaceous Biological Oxygen Demand (CBOD ₅)	Grab	Monthly		
_	Total Suspended Solids (TSS)	Grab	Monthly		
,	Total Phosphorus (TP)	Grab	Monthly		
Effluent Pump Chamber -	Total Ammonia Nitrogen (TAN)	Grab	Monthly		
(upstream of	Nitrate – Nitrogen (NO₃-N)	Grab	Monthly		
subsurface	Nitrite – Nitrogen (NO ₂ -N)	Grab	Monthly		
disposal system) -	Total Kjeldahl Nitrogen (TKN)	Grab	Monthly		
	E. coli	Grab	Monthly		
	Dissolved Oxygen (DO)	Grab	Monthly		
	рН	Grab	Monthly		



3.3 Quarterly Groundwater Monitoring and Sampling

To assess the risk of possible groundwater contamination, there are nine groundwater monitoring wells and two piezometers located throughout the Mini Lakes community. These wells are required to be sampled quarterly (every 3 months) for the parameters defined in Table 3-3. In addition, groundwater depths for each of the monitoring wells must also be recorded to assess groundwater elevation and flow paths through the site.

Table 3-3: Mini Lakes Groundwater Monitoring Wells and Sampling Program

Well		Parameter	Type of sample	Frequency
MW-1	Located near the eastern gate entrance on Bull Frog Drive, approximately 410 m North-West of the subsurface disposal system. This well is considered a background well, useful for estimating incoming groundwater flow from outside the property boundary.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab	Quarterly
MW-2	Located only 30 m northwest of the subsurface disposal system.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab	Quarterly
MW-4	Located 25 m southwest of the subsurface disposal systems.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab	Quarterly
MW-5	Located 200m southwest of the subsurface disposal systems.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab	Quarterly
MW-6	Located 220m west of MW#5 and 20m southeast of the nearest residence on Ash Avenue.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, <i>E. coli.</i> , DOC	Grab	Quarterly
MW-7	Located 515m west of the subsurface disposal systems, northwest of MW#6 and on the south side of the west end of Ash Avenue.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-8	Located 750 m west of the subsurface disposal systems, located at the far west of the community. It is the most down gradient monitoring well, and is 20m from the nearest pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-9	Located off of Water St., 270 m North-north-west of the subsurface disposal system. This well is considered a background well, useful for estimating the properties of incoming subsurface flow.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly



Well		Parameter	Type of sample	Frequency
MW-10	Located 5 m directly north-east of the subsurface disposal system.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-11 (SP1)	Located on the southeastern shore of the central pond. Installed in the fall of 2016, this well intercepts potential contamination from the subsurface disposal system entering the pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly
MW-12 (SP2)	Located on the northeast shoreline of the central pond. Installed in the summer of 2016, this well is to intercept potential plume contamination from the subsurface disposal system entering the central pond.	CBOD ₅ , TSS, TP, TAN, NO ₃ -N, NO ₂ -N, TKN, E. coli. DOC	Grab	Quarterly

3.4 Quarterly Surface Water Monitoring and Sampling

In addition to the groundwater monitoring wells, there are five surface water monitoring stations at different locations throughout the Mini Lakes community which are required to be sampled quarterly (every 3 months) for the parameters as defined in Table 3-4..

Table 3-4: Mini Lakes Surface Monitoring Stations and Sampling Program

Station	Location	Parameter	Type of Sample	Frequency
SW-1	Up-gradient background	_	Grab	Quarterly
SW-3	Within the main pond	_ TP, TAN, NO₃-N, NO₂-N, TKN,	Grab	Quarterly
SW-4	Outlet from the main pond	E. coli., pH, Temperature	Grab	Quarterly
SW-5	Up-gradient tributaries		Grab	Quarterly
SW-6	Outlet from the property	_	Grab	Quarterly

4 Raw Sewage (Influent)

Raw sewage samples are taken by-weekly at the Mini Lakes Sewage Treatment Facility in the primary clarifier. Based on the concentration of the main constituents, the composition of the untreated (raw) sewage generated by the community of Mini Lakes is considered to be "Low Strength" as shown in Table 4-1.



Table 4-1: Mini Lakes Raw Sewage Concentration (2024)

	Reporting Quarter	рН	Total Carbonaceous BOD (mg/L)	Total Suspended Solids (mg/L)	Total Ammonia-N (mg/L)	Total Kjeldahl Nitrogen (TKN) (mg/L)	Total Phosphorus (mg/L)
ECA Limit							
01/03/24		7.47	97.00	62.00	18.80	22.60	2.76
01/17/24		7.44	91.00	70.00	21.20	24.60	2.68
02/14/24	04	7.40	89.00	68.00	25.70	30.50	3.25
02/28/24	Q1	7.66	89.00	86.00	25.60	28.20	2.60
03/13/24		7.76	88.00	88.00	NA	25.90	3.06
03/27/24		7.69	76.00	98.00	NA	33.30	2.88
Q1 Average		7.57	88.33	78.67	22.83	27.52	2.87
04/10/24		7.32	76.00	109.00	23.30	26.10	2.73
04/24/24		7.51	74.00	80.00	13.70	21.60	2.67
05/08/24	0.2	7.46	34.00	107.00	14.40	18.10	2.92
05/22/24	Q2	7.76	72.00	110.00	16.60	20.00	3.85
06/13/24		7.81	84.00	120.00	16.80	18.70	3.65
06/19/24		7.86	64.00	84.00	19.20	23.60	3.18
Q2 Average		7.61	70.33	98.38	18.12	22.23	3.12
07/03/24		7.63	40.00	95.00	11.70	16.50	3.19
07/17/24		7.78	39.00	60.00	7.40	8.40	1.48
07/31/24		7.75	61.00	168.00	10.60	13.10	4.27
08/14/24	Q3	7.40	45.00	76.00	1.60	3.70	1.13
08/28/24		7.43	55.00	70.00	12.00	13.70	2.31
09/11/24		7.44	65.00	90.00	13.00	15.00	3.32
09/25/24		7.66	65.00	139.00	14.70	17.30	3.70
Q3 Average		7.58	52.86	99.71	10.14	12.53	2.77
10/09/24		7.85	64.00	73.00	13.80	15.60	2.48
10/23/24		7.55	79.00	72.00	12.40	17.10	3.06
11/06/24		7.43	95.00	80.00	18.50	22.20	3.75
11/20/24	Q4	7.42	81.00	108.00	12.70	15.70	4.14
12/04/24		7.53	87.00	89.00	23.30	27.80	3.92
12/18/24		7.33	91.00	87.00	25.50	29.50	3.56
12/30/24		7.65	150.00	94.00	27.20	32.30	3.60
Q4 Average		7.54	92.43	86.14	19.06	22.89	3.50
Annual Avg.		7.58	74.57	91.72	16.70	20.81	3.07
Typical Raw	Low Strength		110	390	12	20	4
Sewage	Medium Strength		190	720	25	40	7
Concentration ¹	High Strength		350	1230	45	70	12

¹ Metcalf and Eddy Fourth Edition (2002)



As observed in Table 4-1, the following have been noticed:

- During Q4, the CBOD₅ average concentration (92.43 mg/L) significantly increased as compared to Q3 (52.86 mg/L). The last two months (November and December) of 2024 substantially contributed to this quarterly average concentration increase.
- In general, the CBOD₅ average concentration in the raw sewage influent appears to be higher during the cold weather months (Q1 and Q4) compared to the warmer weather months (Q2 and Q3).
- During Q4, the TSS average concentration (86.14 mg/L) decreased as compared to Q3 (99.71 mg/L). In general, the TSS average concentration in the raw sewage influent appears to be higher during the warm weather months (Q2 and Q3) compared to the colder weather months (Q1 and Q4). This trend is opposite from the CBOD₅ trend displayed in 2024.
- During Q4, the Total Ammonia average concentration (19.06 mg/L) significantly increased as compared to Q3 (10.14 mg/L). The concentration levels of this parameter during December 2024 substantially contributed to this quarterly average concentration increase.
- During Q4, the TKN average concentration (22.89 mg/L) significantly increased as compared to Q3 (12.53 mg/L). Similarly to Total Ammonia, the TKN concentration levels during December 2024 substantially contributed to this quarterly average concentration increase.
- Both Total Ammonia and TKN show the same trend as TSS displaying higher concentration levels during the warm weather months (Q2 and Q3) compared to the colder weather months (Q1 and Q4).
- During Q4, the TP average concentration (3.50 mg/L) significantly increased as compared to Q3 (2.77 mg/L). In fact, Q4 average concentration was the highest of all four quarters in 2024.
- Differently from other parameters, the TP average concentration in the raw sewage influent kept fluctuating up and down regardless the temperature and the seasonality.
- Similarly to Total Ammonia, the TKN concentration levels during December 2024 substantially contributed to this quarterly average concentration increase.
- TP average concentration in the raw sewage influent in Q4 (increased as compared to Q3 (2.77 mg/L) but still higher than Q1 (2.41 mg/L).

Despite the monthly variations in the concentrations of the parameters reviewed above, the incoming raw sewage influent in 2024 could be classified as "low strength" when compared to the typical raw sewage concentration reported by Metcalf & Eddy¹.



5 Sewage Effluent Flows

Figure 5-1 shows the monthly average daily flow (ADF) and the monthly maximum daily flows (MDF) for the Mini Lakes WWTP during the four quarters of 2024, as reported by the operating authority (OCWA).

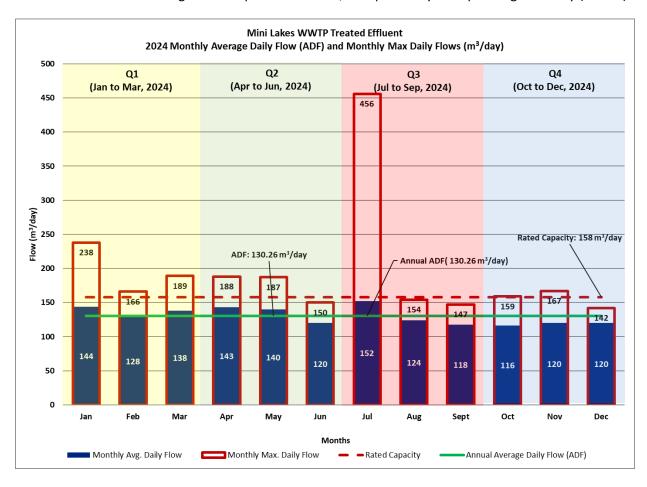


Figure 5-1: Monthly Maximum and Average WWTP Effluent Flows (2024)

Several daily flow exceedances above the facility's rated capacity were recorded throughout the year. As shown in Figure 5-1, high flows above the facility's rated capacity were observed in Q1 (January, February, and March), Q2 (Apr and May), Q3 (July) and Q4 (Oct and Nov). The highest flow recorded for the year was in July (456 m³/day), which coincides with the month with the highest precipitation recorded in 2024 in the Guelph area²

There were 8 daily flow exceedances recorded in Q1, 12 during Q2, 7 during Q3 and only 2 in Q4. These high flows were most likely attributed to the combination of high precipitation volumes combined with predominantly mild temperatures during the season.

In terms of historical trend, *Figure 5-2* illustrates the historical average sewage flows from 2012 to 2024.

² Guelph Weather Stats Canada



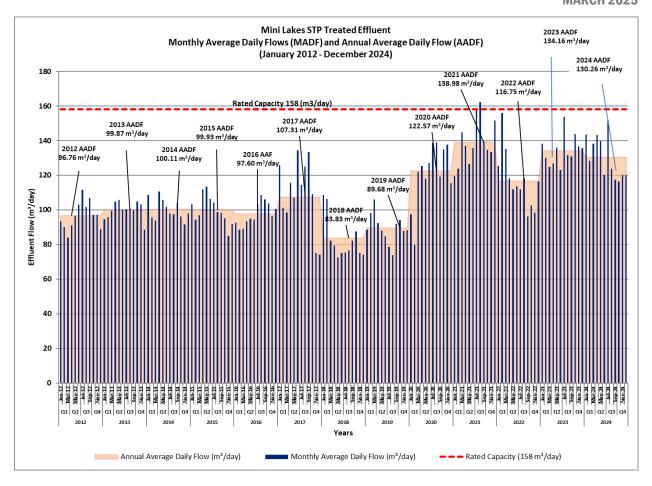


Figure 5-2: Historical Average Effluent Flows (Jan 2012 – Dec 2024)

As shown in *Figure 5-2*, between 2012 and 2017 the flows were steady showing a decrease in flows between 2018 and 2019. During 2020 and 2021 a substantial increase in the sewage flow generation was noticed, mostly attributed to the conditions imposed during the COVID-19 pandemic (i.e. home quarantine, remote work from home, etc.) which increased the households water consumption (thus the increase in the sewage generation) due to more stringent sanitation requirements.

Despite the decrease in effluent flows noticed in 2022, the average daily flows (ADF) experienced after the COVID-19 pandemic (2020 thereafter) has been substantially higher as compared the predecessor period (2012 – 2019). 2024's annual average daily flows show a slight decrease compared to 2023 but still substantially higher than the pre-COVID period.

Nevertheless, the annual average daily flows (AADF) experienced between 2012 and 2024 have never surpassed the facility rated capacity (158 m³/day).

6 Effluent Quality

According to the terms and conditions of the ECA currently in place, non-compliance is deemed to have occurred when the <u>annual average concentration</u> of each parameter (Total



Phosphorus, Nitrate, CBOD₅ and TSS) during the calendar year exceeds the corresponding compliance limit as shown in Table 6-1.

Table 6-1: Mini Lakes Effluent Compliance Limits

Effluent Parameters	Annual Average Concentration
Carbonaceous Biological Oxygen Demand (CBOD₅)	20 mg/L
Total Suspended Solids (TSS)	20 mg/L
Nitrate Nitrogen (NO ₃ -N)	8 mg/L
Total Phosphorus (TP)	1 mg/L

Table 6-2 below shows the results of the monthly/quarterly effluent quality monitoring sampling completed in 2024. Highlighted text (RED) indicates monthly individual exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

Table 6-2: Mini Lakes Monthly Effluent Quality Results (2024)

Date	2024	Nitrite (mg/L)	Nitrate (mg/L)	рН	CBOD₅ (mg/L)	TSS (mg/L)	Ammonia (mg/L)	TKN (mg/L)	TP (mg/L)	DO (mg/L)	E. coli (CFU/100mL)
ECA Limit			8 mg/L		20 mg/L	20 mg/L			1 mg/L		
01/03/24		0.31	2.67	7.76	18.00	14.00	16.60	17.90	2.16	4.90	66000
01/17/24		0.31	2.85	7.56	19.00	26.00	16.40	18.50	1.22	7.60	66000
02/14/24	01	0.23	1.91	7.61	16.00	11.00	18.70	20.90	1.28	8.80	11800
02/28/24	– Q1	0.18	1.14	8.03	15.00	22.00	22.00	24.60	1.20	7.20	72000
03/13/24		0.15	0.86	7.60	15.00	27.00	23.30	22.10	1.52	6.20	64000
03/27/24		0.17	0.84	7.93	17.00	33.00	29.30	31.90	1.01	7.50	60000
04/10/24		0.22	0.51	7.56	23.00	23.00	20.60	23.00	1.03	2.60	10400
04/24/24		0.86	1.14	7.53	19.00	41.00	15.30	18.00	1.07	6.30	56000
05/09/24	– Q2	0.70	4.26	7.59	9.00	28.00	5.90	7.60	1.19	6.10	44000
05/22/24	Ų2	0.70	4.08	7.43	9.00	23.00	4.00	5.50	1.30	5.10	46000
06/13/24	_	1.72	5.40	7.93	11.00	25.00	2.20	3.60	0.90	5.60	6400
06/19/24		1.02	6.86	7.45	7.00	20.00	2.20	3.70	0.96	6.30	10400
07/03/24	_	0.89	8.89	7.52	5.00	16.00	2.00	4.90	1.11	7.10	NDOGEC
07/17/24	_	0.67	3.29	7.50	11.00	22.00	0.30	0.80	0.87	7.10	116000
07/31/24		1.10	8.49	7.35	9.00	22.00	1.40	4.20	1.11	4.00	8700
08/14/24	Q3	0.10	<0.06	7.29	14.00	18.00	10.80	14.10	2.32	5.40	3600
08/28/24	_	1.21	6.35	7.46	5.00	17.00	1.60	3.00	0.95	6.10	4400
09/11/24	_	1.22	5.48	7.40	7.00	18.00	1.70	3.00	1.00	7.30	10600
09/25/24		1.56	4.76	7.60	7.00	23.00	1.70	3.00	1.18	6.40	NDOGEC

Date	2024	Nitrite (mg/L)	Nitrate (mg/L)	рН	CBOD ₅ (mg/L)	TSS (mg/L)	Ammonia (mg/L)	TKN (mg/L)	TP (mg/L)	DO (mg/L)	E. coli (CFU/100mL)
ECA Limit			8 mg/L		20 mg/L	20 mg/L			1 mg/L		
10/09/24		1.18	5.84	7.40	7.00	11.00	1.70	2.80	0.91	6.70	9600
10/23/24		1.10	5.78	7.40	9.00	16.00	1.40	2.70	1.02	6.50	16500
11/06/24		1.40	6.13	7.46	13.00	24.00	1.20	2.70	1.21	6.10	14000
11/20/24	Q4	1.66	6.51	7.42	15.00	22.00	2.20	4.30	1.27	6.00	42000
12/04/24		2.24	6.47	7.39	17.00	23.00	12.30	14.20	1.55	5.50	64000
12/18/24		1.79	6.95	7.43	20.00	29.00	14.00	16.40	1.33	4.20	70000
12/30/24		3.74	0.86	7.46	28.00	29.00	17.10	19.70	1.80	7.50	84000
2024 Avg.		1.02	4.33	7.54	13.27	22.42	9.46	11.27	1.25	6.16	39850.00

^{*} No Data: Overgrown with E.coli

In terms of performance, 2024 was critical since many exceedances were reported monthly/quarterly for all the compliance parameters. As shown in Table 6-2, with the exception of Nitrate and CBOD₅, the <u>annual average concentration</u> of the other compliance parameters (TSS and TP) during the calendar year exceeded the corresponding compliance limit. Notwithstanding the above, the following elements should be taken into consideration in order to assess compliance with the regulatory requirements in the ECA:

- It is worth noting, that since the end of Q2 of 2023, one of the RBC units (RBC # 2) was put offline due to operational issues with its gearbox reducing the operating capacity by 50%. A new gearbox for RBC#2 was finally fabricated overseas (Germany), shipped to Ontario Canada and installed in April 4th, 2024.
- Consequently, a significant shift in the removal performance trend of these compliances
 parameters was noticed in Q2 of 2024 lasting throughout November 2024 (Q4), when
 signs of recovery with the treatment process performance started to show. As
 previously discussed in other reports, the limitations with the current facility layout and
 configuration didn't allow for process adjustments to counter the effects of the RBC unit
 being offline.
- The newly gearbox installed for RBC#2 mechanically failed again in November 27, 2024 and the unit has been out of service ever since. The existing wastewater treatment system continued operating until the end of 2024 at 50% capacity.

A more in-depth analysis on these compliances parameters is provided from Section 6.1 to Section 6.4 of this report.



6.1 Carbonaceous Biological Oxygen Demand (CBOD₅)

A snapshot of the CBOD₅ monthly and annual average concentration in the treated effluent is illustrated in Figure 6-1.

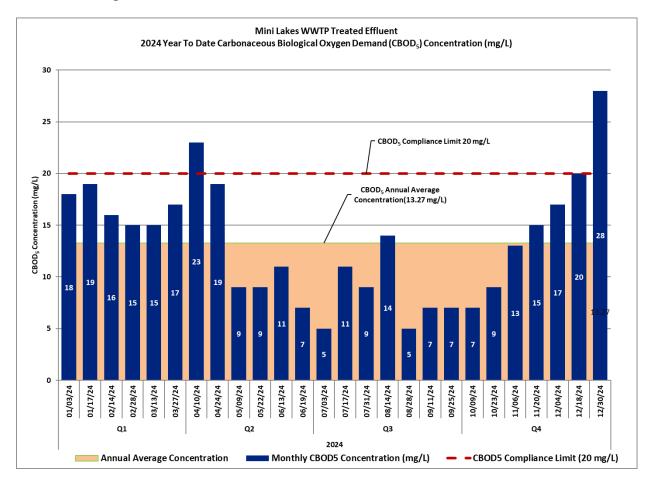


Figure 6-1: CBOD₅ Concentration (mg/L) in the Treated Effluent during 2024.

The annual average concentration of $CBOD_5$ for 2024 is 13.27 mg/L which is in compliance with the regulatory requirements. In 2024, there were only two $CBOD_5$ samples (Apr 10, 2024 and Dec 30, 2024) of the treated effluent that surpassed the ECA limit; however, the rest of the samples taken during 2014 were below the required limit.

The 50% reduction in the treatment capacity due to one of the RBC units being offline, impacted CBOD₅ removal performance of the treatment system during Q1 and early Q2 (April) of 2024; however a performance improvement was noted until mid Q4 (when the same RBC unit failed again). Please refer to Section 10 for an update on this operational issue.

In terms of historical trends, Table 6-3 illustrates the quarterly and annual average CBOD₅ concentration in the treated effluent for the last 10 years (2014-2024). Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-3) stated in the ECA currently in place.

22.95

10.69

14.63

13.27



Annual Avg. 18.36

Average CBOD₅ Concentration (mg/L)												
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Compliance Limit (mg/L)
Q1	16.50	8.00	6.00	12.00	12.67	17.67	12.00	25.71	13.29	11.57	16.67	_
Q2	18.67	5.00	13.67	19.67	23.00	11.67	21.71	33.00	12.33	22.00	13.00	_
Q3	23.50	3.67	12.67	5.33	14.00	7.67	24.80	10.00	6.00	13.83	8.29	20
Q4	13.67	7.67	14.00	2.00	22.33	22.33	36.50	12.17	11.50	12.83	15.57	_

Table 6-3: Historical Effluent CBOD₅ Concentrations

During the Q1, Q2 and Q4 of 2024, the CBOD₅ removal performance was impacted by the gearbox failure of RBC#2. Although the facility operated at 50% treatment capacity for most of the years, it managed to remove CBOD₅ and keep the effluent in compliance with the regulatory requirements.

11.58 11.30 18.00 14.83 23.75

6.2 Total Suspended Solids (TSS)

6.08

As shown in Table 6-2 above, the Total Suspended Solids (TSS) continue to be an element of concern due to the recurrent compliance issues experienced in the last 7 years including 2024. In summary, the 2024 TSS annual average concentration (22.42 mg/L) exceeded the compliance limit of 20 mg/L. A snapshot of the monthly TSS concentration in the treated effluent is illustrated in Figure 6-2.

As also illustrated in Figure 6-2, with the exemption of two samples taken in January 2024, all other samples taken in Q1 and Q2 exceeded the 20 mg/L limit. Opposite from Q1 and Q3, with the exemption of 3 samples, all of Q3 samples showed a substantial decrease in the TSS concentration levels in the treated effluent. During Q4, the TSS level in the treated effluent ramped up again with 5 out 7 samples above the compliance limit of 20 mg/L.

Reviewing the monthly/quarterly TSS removal performance, it appears that the months with the worse the TSS removal performance (from the beginning of 2024 until early April and from November until the end of 2024) where the same months when the RBC#2 was offline and the facility was operating at 50% capacity while the TSS removal performance achieved towards the end of Q2, Q3 and the beginning of Q4 when the facility was operating at full capacity (2 RBC units fully operational) appears to be within compliance.

Based on the above, it appears that the fact that this facility operated at roughly 50% capacity (RBC#2 offline) for almost ¾ of the year (2024) it seems to have caused a negative impact on the removal performance for this parameter.



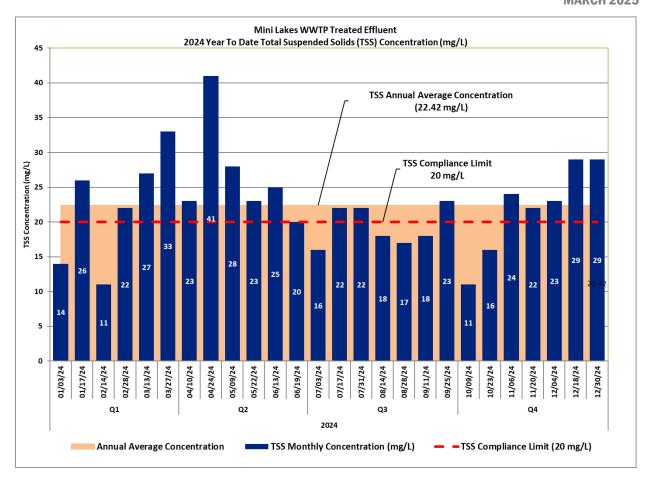


Figure 6-2: TSS Concentration (mg/L) in the Treated Effluent during 2024.

Table 6-4 illustrates the historical average TSS concentration (quarterly and annual) found in the treated effluent for the last 10 years (2014-2024) as compared to the compliance limit stated in the ECA. Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

Table 6-4: Historical TSS Concentrations in Effluent

	TSS Concentration (mg/L)											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Compliance Limit (mg/L)
Q1	8.50	3.00	5.33	7.00	13.33	20.33	34.33	32.57	27.57	25.43	22.17	_
Q2	8.00	3.67	4.33	5.33	19.33	21.67	49.86	49.00	36.16	47.80	26.67	_
Q3	10.00	3.67	6.67	10.00	24.67	13.33	30.17	26.14	27.71	32.83	19.43	20
Q4	13.00	5.33	4.33	5.00	23.67	32.33	46.67	29.17	35.00	21.00	22.00	
Annual Avg.	9.92	3.92	5.17	7.20	20.25	21.92	40.26	33.85	31.31	30.83	22.42	

Since 2018, the Mini Lake wastewater treatment plant struggled with TSS removal performance reaching the highest annual average level recorded in 2021 (40.26 mg/L). However, 2024 showed a significant improvement in the TSS removal performance as compared to the



previous four years (2020-2023). Notwithstanding the improvement, the results are still deemed to be out of compliance.

The existing facility has very limited storage capacity (tankage) to properly manage the biosolids generation throughout the entire process. Given the configuration and layout of the treatment system, solids are still being carried over from the end (primary clarifier) and deposited in the effluent pump chamber; which are later pumped out into the subsurface disposal system (pump).

Despite the hauling frequency (as shown in Table 11-1) as part of the operational efforts implemented to address this issue, it appears that it is insufficient to keep the effluent concentration levels of this parameter (TSS) within compliance.

6.3 Nitrate (NO₃-N)

A snapshot of the monthly Nitrate (NO₃-N) concentration in the treated effluent is shown in Figure 6-3.

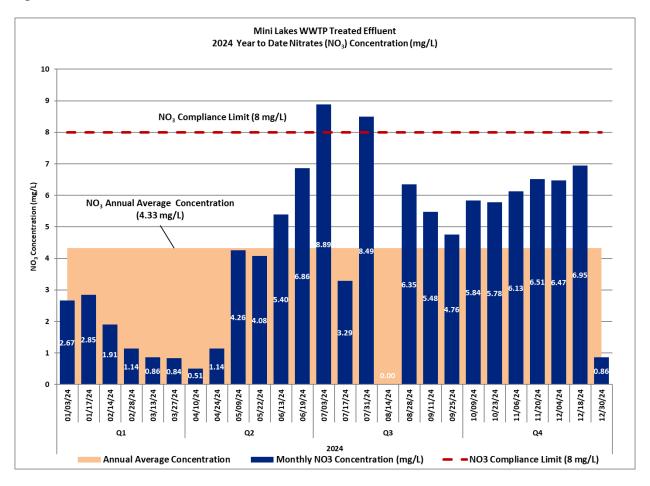


Figure 6-3: NO₃-N Concentration (mg/L) in the Treated Effluent during 2024.

As shown in Figure 6-3, with the exception of two samples taken in July 2024, the average NO₃-N concentration recorded in 2024 were all times within the compliance limit (8 mg/L). During



Q1, all NO₃-N concentrations recorded during that period were the lowest during the year achieving values (0.84 mg/L in March 2024). The first month (April) of Q2 also displayed a similar trend achieving nitrate concentrations in the effluent around 0.51 mg/L. From May 2024 (Q2) up until the end of the year, an increasing trend in the nitrates concentration in the treated effluent was noted.

In general, the annual average concertation of nitrates (2.33 mg/L) in the treated effluent achieved in 2024 is very suspicions provided the historical poor performance and the issues experienced by this facility to operate within the required compliance limit (8 mg/L). The abnormal somewhat remarkable NO₃-N removal performance achieved in Q1, triggered an in depth review of other parameters (Nitrites, Ammonia, TKN and DO) to determine the causes of such performance.

A comparison between the Ammonia values in the raw sewage influent (Table 4-1) and the treated influent (Table 6-2) respectively is summarized in the following table.

Table 6-5: Ammonia Concentration in the Raw Influent and the Treated Effluent

	Quarter	Ammonia Raw Influent (mg/L)	Ammonia Treated Effluent (mg/L)	Diff (mg/L)	% Ammonia Conversion	Remarks
01/03/24	_	18.8	16.60	2.20	12%	
01/17/24	_	21.2	16.40	4.80	23%	
02/14/24	- Q1	25.7	18.70	7.00	27%	
02/28/24	- QI	25.6	22.00	3.60	14%	
03/13/24	_	N/A	23.30			not available in the lab reports
03/27/24	_	N/A	29.30			not available in the lab reports
04/10/24		23.3	20.60	2.70	12%	
04/24/24	_	13.7	15.30	-1.60		Anomaly. Considered an outlier
05/08/24	- 03	14.4	5.90	8.50	59%	
05/22/24	- Q2	16.6	4.00	12.60	76%	
06/13/24	_	16.8	2.20	14.60	87%	
06/19/24		19.2	2.20	17.00	89%	
07/03/24		11.7	2.00	9.70	83%	
07/17/24	_	7.4	0.30	7.10	96%	
07/31/24	_	10.6	1.40	9.20	87%	
08/14/24	Q3	1.6	10.80	-9.20		Anomaly. Considered an outlier
08/28/24	_	12	1.60	10.40	87%	
09/11/24	_	13	1.70	11.30	87%	
09/25/24	=	14.7	1.70	13.00	88%	
10/09/24		13.8	1.70	12.10	88%	
10/23/24	_	12.4	1.40	11.00	89%	
11/06/24	=	18.5	1.20	17.30	94%	
11/20/24	Q4	12.7	2.20	10.50	83%	
12/04/24	=	23.3	12.30	11.00	47%	
12/18/24	_	25.5	14.00	11.50	45%	
12/30/24	_	27.2	17.10	10.10	37%	
Annual Avg.		17.88	9.15	9.38	60%	



The data shown in Table 6-2 and Table 6-5 combined suggest the following:

- During Q1 and the first month of Q2, the high levels of ammonia and low levels of
 nitrate found in the effluent are indicative of a poor Nitrification process (Ammonia
 conversion to Nitrates). As shown in Table 6-5, the ammonia conversion rate during this
 period was below 30% overall. In other words Nitrification was basically not taking
 place. It should be noted that during this period, the facility was running at 50% capacity
 or less since RBC#2 was offline.
- Once RBC#2 resumed operation in April 2024, a substantial increase in the ammonia conversion was noted achieving consistent ammonia conversion rates above the 80% throughout the period. Despite the fact that DO levels in the effluent were still high, it seems that that the last stage in the nitrogen removal cycle known as Denitrification (conversion from Nitrates into Nitrogen gas) was somewhat working.
- In November 2024 (when RBC#2 failed again and was put offline) a decline in the
 ammonia conversion rate was experienced which consequently impacted the overall
 nitrogen removal performance of this facility. Despite the decline in performance, the
 nitrates values during the last month of the year remained below the require
 compliance limit simply because the nitrification process (conversion from ammonia to
 nitrates) was not performing well.

Table 6-6 illustrates the quarterly and annual average Nitrate concentration in the treated effluent for the last 11 years (2012-2024). Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.

Nitrate Concentration (mg/L) Compliance 2014 2015 2016 2017 2018 2019 2020 2021 2022 2024 2023 Limit (mg/L) Q1 7.50 8.93 5.80 8.08 8.59 12.50 13.90 9.73 14.11 13.56 1.71 Q2 2.90 6.10 5.01 6.07 7.31 8.03 1.76 1.08 3.71 5.82 5.18 Q3 8 1.94 2.22 3.22 4.16 9.18 9.19 5.02 4.57 6.98 4.07 6.21 12.67 Q4 4.33 3.04 7.29 7.31 11.39 9.58 5.67 12.07 5.71 5.71 Annual Avg. 4.55 5.07 5.33 6.22 9.12 9.83 7.60 7.18 9.66 6.31 4.33

Table 6-6: Historical Nitrate Concentrations in WWTP Effluent

Despite the improvements in the nitrates removal performance in recent years (2020, 2021, 2023 and 2024), there are issues with the ammonia conversion (poor Nitrification process) and also with high DO levels in the treated effluent which is indicative that the Denitrification process (Nitrate conversion to Nitrogen gas) may not taken place given the current conditions (Denitrification needs anoxic conditions to take place).



6.4 Total Phosphorus (TP)

A snapshot of the TP concentration in the treated effluent for 2024 is illustrated in Figure 6-4

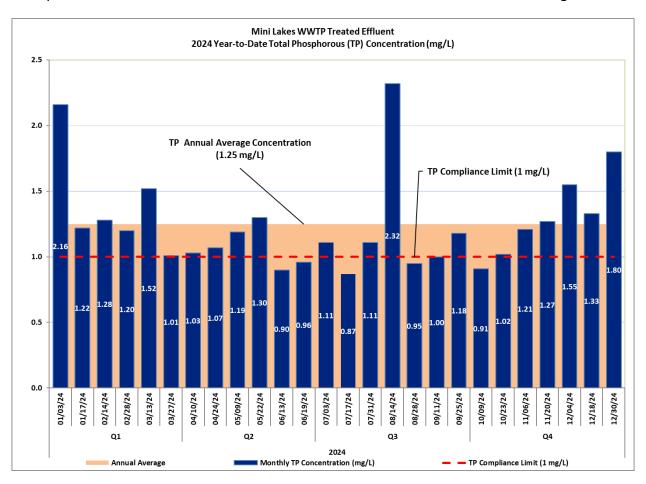


Figure 6-4: Total Phosphorous (TP) Concentration (mg/L) in the Treated Effluent during 2024.

As shown in Figure 6-4, TP concentration exceeded the compliance limit (1 mg/L) in most of the months during 2024. This resulted in the annual average concentration of 1.25 mg/L which significantly exceeded the compliance limit (1mg/L).

It is suspected that the reduction of the treatment capacity by 50% impacted the way the Alum was dosed to account for the flow variations on the operational unit. It should be noted that the chemical dosage is done manually since the existing SCADA does not provide any type of loop control capabilities for this chemical addition.

Table 6-3 illustrates the quarterly and annual average total phosphorus concentration in the treated effluent for the last 10 years (2014-2024). Highlighted text (RED) indicates exceedances of the effluent concentration limits (Table 6-1) stated in the ECA currently in place.



Table 6-7: Historical TP Concentrations in Effluent

	Average TP Concentration (mg/L)											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Compliance Limit (mg/L)
Q1	0.20	0.08	0.08	0.11	0.32	0.31	0.52	0.59	0.78	0.95	1.40	
Q2	0.21	0.06	0.11	0.09	0.31	0.45	0.80	0.68	0.87	2.18	1.08	
Q3	0.82	0.06	0.07	0.15	0.48	0.31	0.33	0.48	0.54	2.61	1.22	1.00
Q4	0.23	0.12	0.08	0.09	0.20	0.33	0.66	0.31	0.81	2.22	2.22	
Annual Avg.	0.37	0.08	0.09	0.11	0.33	0.35	0.58	0.58	0.75	1.97	1.25	

As seen in Table 6-3, the TP annual average concentration in 2024 surpassed the compliance limit for the second time in 10 years.

6.5 Recommendations

The short terms recommendations to address the ongoing recurrent compliance issues have been summarized in Table 6-8

Table 6-8: Recommendations to Meet Compliance Limits

Operational / Process Recommendations	Status Update	Implementation
Replacing Gear box	The Gearbox was replaced in April 2024; however it failed again in November 2024. It appears that the functionality and performance of the RBC unit is compromised. OCWA Ops Team has engaged with electrical and mechanical contractors as well as with the manufacturer/supplier of these RBC units trying to get a solution to this matter. As of the end of 2024, the facility was operating at 50% capacity with only one RBC unit.	Short Term
Portable Treatment Facility (Emergency Back up)	In mid 2024 OCWA mobilized the Portable Treatment Facility (PTF) down to the Mini Lakes site as an emergency back up. However, as per MECP, the operation of this PTF unit is contingent upon receiving an Environmental Compliance Approval (ECA) document. In July 2024, OCWA submitted an ECA amendment application to the MECP for this PTF unit and followed up with MECP approval branch the status of the application periodically. As of December 31, 2024 there have been no ECA approval granted for this unit.	Short Term



7 Subsurface Disposal System (Tile Beds)

The five tile beds are still fully functional; however, sporadic pooling continues to be an issue mainly due to plugging within the subsurface piping, and extreme weather conditions leading to soil saturation. This situation has been already reported by both Howden Contractors (EDGAR HOWDEN & SONS LTD.) during the tile bed inspection in 2021 and by the OCWA operation.

Mini Lakes has reviewed and approved this work (capital need) to proceed. In September 2022, OCWA proceeded to procure a Consulting Engineer to complete the replacement of the Subsurface Disposal System. Associated Engineering (AE) was awarded the project and started the Geotechnical Investigation of the Design Phase.

As the existing beds have a biomat that will be difficult/expensive to remove, it was originally planned on moving the bed location to the west end of the property. The MECP reviewed the geotechnical reports and did not provide approval, instead MECP directed the project team to rehabilitate/replace the beds at the existing bed location.

Since the biomat is approximately 3m down and there is a higher water table, a Permit to Take Water (PTTW) will be required for dewatering during the reconstruction. A PTTW application was submitted and a pre-consultation with the MECP was scheduled for Nov 12, 2024.

Additionally, it is anticipated that a substantial amount of soil will be moved from/to the tile bed sit, the Design Engineer is working on a temporary access road across the south end of the property to prevent heavy construction traffic from adversely affecting the community.

The original path of this access road was intended to go though the "forested" area just north of the property but the GRCA and County did not approve that alignment. Alternatively, Mini Lakes is negotiating a lease with the adjoining farm land south of the property for the road.

8 Groundwater Monitoring Results

All nine groundwater monitoring wells and the two additional monitoring wells (to intercept the plume close to the water's edge) are required to be monitored both qualitatively and quantitatively according to the ECA.

8.1 Groundwater Level

Section 5.3 of the ECA states that the groundwater elevation and flow paths through the site must be recorded. Figure 8-1 below displays the groundwater depths reported in 2024. It should be noted that depth is measured from the top of the well; an increase in the depth corresponds to a lower water level, and vice versa.



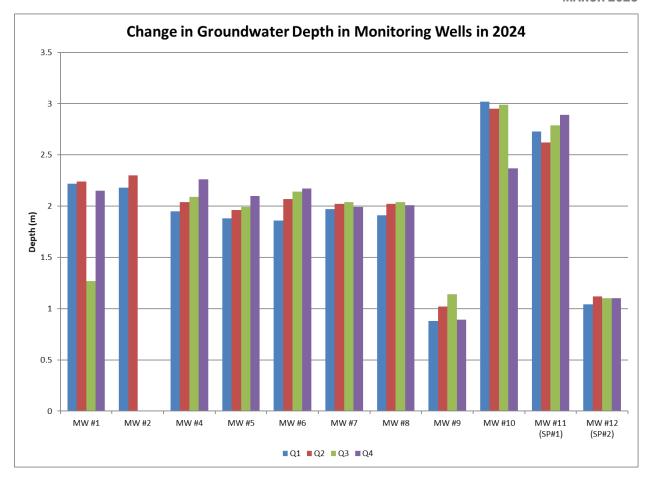


Figure 8-1: Change in Groundwater Depth in Monitoring Wells during 2024

As shown in Figure 8-1, during the first quarter of 2024, the depth of most monitoring wells was consistent with the depths reported for the same periods from previous years. Note that there is no lab data (water depth and sampling results) available for MW#2 during the last two quarters (Q3 and Q4) of 2024. MW#2 was recently damaged by a contractor working on another project (road and drainage upgrade) and it was not available during the quarterly sampling round. The well is being currently assessed and it is anticipated that repairs will be completed before the end of Q1 2025.

In general, the water elevation within these monitoring wells aligns with the historical record for the past 10 years. These changes are in line with seasonal variations based on the geographic location and elevation of the monitoring wells as attached in Appendix B.

8.2 Groundwater Quality

The quarterly reports include sampling results for the following parameters: nitrite, nitrate, BOD, suspended solids, TAN, TKN, phosphorus, DOC, and E. coli. The quarterly sampling results are summarized in Table 8-1. Highlighted values (RED) indicate exceedances of the limits stated in Ontario Drinking Water Quality Standards (ODWQS).



Table 8-1: Groundwater Monitoring Wells - Sampling Results

Well	Quarter	Nitrite-N (mg/L)	Nitrate-N (mg/L)	CBOD₅ (mg/L)	TSS (mg/L)	Ammonia- N (mg/L)	TKN (mg/L)	TP (mg/L)	DOC (mg/L)	<i>E.</i> coli (CFU/100m L)
ODWQ:	S	1	10						5	0
	Q1	<0.03	<0.06	<4	44	3.2	3.5	0.06	17	<2
MW-1	Q2	<0.03	<0.06	<4	22	3.2	4	0.07	20	<2
10100-1	Q3	<0.03	<0.06	<4	9	3.4	3.8	0.09	20	<2
	Q4	<0.3	<0.06	<4	38	5.2	6.1	0.1	38	<2
	Q1	<0.03	11.4	<4	15	<0.1	<0.5	<.0.03	<1	<2
MW-2	Q2	<0.03	10.6	<4	4	<0.1	<0.5	<0.03	1	<2
IVIVV-Z	Q3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Q4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Q1	<0.03	<0.06	<4	2	<0.1	<0.5	<0.03	1	<2
D 4) A / 4	Q2	<0.03	7.5	<4	11	<0.1	<0.5	<0.03	2	<2
MW-4	Q3	<0.03	3.8	<4	45	<0.1	<0.5	<0.03	2	2
	Q4	<0.03	4.46	<4	10	<0.1	<0.5	<0.03	1	<2
	Q1	< 0.03	0.76	< 4	14	<0.1	<0.5	<0.03	1	<2
D 4347 E	Q2	<0.03	2.09	<4	9	<0.1	<0.5	0.03	2	<2
MW-5	Q3	<0.03	<0.06	<4	37	<0.1	<0.5	0.04	2	<2
	Q4	<0.03	0.31	<4	2	<0.1	<0.5	<0.03	1	<2
	Q1	<0.03	1.19	<4	<2	<0.1	<0.5	<0.03	<1	<2
	Q2	<0.03	0.74	<4	4	<0.1	<0.5	<0.03	1	<2
MW-6	Q3	<0.03	0.73	<4	<2	<0.1	<0.5	<0.03	2	<2
	Q4	<0.03	0.95	<4	<2	<0.1	<0.5	<0.03	1	<2
	Q1	<0.03	<0.06	<4	<2	<0.1	0.5	<0.03	2	<2
	Q2	<0.03	<0.06	<4	7	0.1	<0.5	<0.03	2	<2
MW-7	Q3	<0.03	<0.06	<4	8	<0.1	<0.5	<0.03	2	<2
	Q4	<0.03	<0.06	<4	<2	<0.1	<0.5	<0.03	2	<2
	Q1	<0.03	0.2	<4	10	0.3	0.9	<0.03	5	<2
	Q2	<0.3	<0.06	<4	11	1.8	2	<0.03	6	4
MW-8	Q3	<0.3	<0.06	<4	69	2.8	2.6	0.08	7	<2
	Q4	<0.03	<0.06	<4	24	1.2	1.6	0.07	5	<2
	Q1	<0.03	0.08	<4	12	<0.1	<0.5	<0.03	4	<2
	Q2	<0.03	<0.06	<4	39	1.3	1.6	0.05	10	8
MW-9	Q3	<0.03	<0.06	<4	56	2.5	2.7	0.12	17	90
	Q4	<0.03	<0.06	<4	17	0.6	1.4	0.04	12	<2
	Q1	<0.03	<0.06	<4	<2	<0.1	<0.5	<0.03	1	<2
	Q2	<0.03	<0.06	<4	24	<0.1	<0.5	<0.03	1	<2
MW-10	Q3	<0.03	<0.06	<4	19	<0.1	<0.5	<0.03	1	0
	Q4	<0.03	0.11	<4	6	<0.1	<0.5	<0.03	1	<2
	Q1	<0.03	<0.06	<4	7	3.2	3.3	<0.03	4	<2
MW-11		0.15	<0.06	<4	16	2.2	2.2	<0.03	3	<2
	Q3	0.14	0.12	<4	20	1	1.4	<0.03	0	<2
	~~	·				_		0.00		



Well	Quarter	Nitrite-N (mg/L)	Nitrate-N (mg/L)	CBOD₅ (mg/L)	TSS (mg/L)	Ammonia- N (mg/L)	TKN (mg/L)	TP (mg/L)	DOC (mg/L)	<i>E.</i> coli (CFU/100m L)
	Q4	<0.03	<0.06	<4	437	1.8	2.1	0.04	5	<2
	Q1	<0.03	1.01	<4	12	<0.1	<0.5	<0.03	1	<2
MW-12	Q2	<0.03	1.05	<4	3	<0.1	<0.5	<0.03	2	<2
IVIVV-12	Q3	<0.03	1.71	<4	10	<0.1	<0.5	<0.03	1	<2
	Q4	<0.03	0.78	<4	6	<0.1	<0.5	<0.03	1	<2

Table 8-2: Groundwater Monitoring Wells

Monitoring Wells	Water Quality Remarks
MW#1	In 2024, the concentration levels of dissolved organic carbon were elevated (AVG 23.75 mg/L). The MW-1 monitoring location is at the water's edge of the local pond and is under the direct influence of the local surface water.
MW#2	As previously indicated, there is no lab data (water depth and sampling results) available for MW#2 during the last two quarters (Q3 and Q4) of 2024. MW#2 was recently damaged by a contractor working on another project (road and drainage upgrade) and it was not available during the quarterly sampling round. The well is being currently assessed and it is anticipated that repairs will be completed before the end of Q1 2025.
MW#4	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration despite is close proximity to the subsurface disposal systems.
MW#5	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration.
MW#6	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration.
MW#7	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration.
MW#8	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS and low phosphorus concentration. However exceedances in the DOC levels as per the ODWQS were reported in Q2 and Q3.
MW#9	In 2024, MW#9 saw elevated levels of E. coli contamination and high levels of dissolved organic carbon in the last three quarters. Historically, this well has



Monitoring Wells	Water Quality Remarks				
	experienced elevated levels of both dissolved organic carbon and E. coli contamination.				
MW#10	From the samples taken in 2024, the well appears not to be impacted by the subsurface disposal system although it is in proximity to the disposal system.				
MW#11/SP1	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration.				
MW#12/SP2	From the Ontario Drinking Water Quality Standards (ODWQS) standpoint, this monitoring well appears not to be impacted with low nitrite, nitrate, TSS, DOC and low phosphorus concentration.				

It appears that the groundwater production wells (PW 1, PW2 and PW3) currently used as the raw water source for drinking purposes are not impacted by any of these potential pollution sources (i.e. ponds, treated sewage effluent, etc.). Notwithstanding the location, these groundwater production wells are substantially deeper (seven times or more) than any of the existing monitoring well as follows:

- PW1 was installed in 1979, and was deepened in 1998 to 54.9 m to increase yield and quality.
- PW2 was installed in 1978 and later deepened to 48.2 m to increase yield.
- PW3 was installed in 1982 to a depth of 39.6 m.

Based on the depth of these groundwater production wells, it appears that the raw water for drinking purposes is taken from an aquifer which most likely is not impacted either by the aforementioned pollution sources or any contamination from the treated sewage effluent disposed into the ground via the subsurface disposal system (tile beds). In fact, the quality of the drinking water source has been consistently reported as good in all previous annual water drinking reports.

9 Surface Water Quality Sampling Results

The Mini Lakes site contains several small ponds around which the community was built. These lakes are interconnected and flow from a source on the western side to the ponds on the eastern side and then into the water system of the Mill Creek development.

Sampling from these lakes is important to determine the concentration of contaminants entering and leaving the Mini Lakes community, as well as, the community's surface water quality. The provincial and federal government have guidelines for surface water quality set out in the "Canadian Environmental Quality Guidelines (CEQG)" and the "Provincial Water Quality Objectives (PWQO)". The samples from the five surface water locations are summarized in Table 9-1 with samples that exceeded existing guidelines highlighted in RED.



Table 9-1: Surface Water - Sampling Results

Sample ID	Sample Date	Quarter	Nitrite (N) (mg/L)	Nitrate (N) (mg/L)	Ammonia + Ammonium (N) [mg/L]	Total Kjeldahl Nitrogen [as N mg/L]	Total Phosphorus (mg/l)	E. coli (CFU/100ml)
CEGQ/PWQO				13			0.02	100
	03/13/24	Q1	< 0.03	0.15	< 0.1	< 0.5	< 0.03	4.00
SW-1	06/19/24	Q2	<0.03	0.08	<0.1	<0.5	<0.03	98.00
Up-gradient	09/11/24	Q3	<0.03	<0.06	0.10	<0.5	< 0.03	90.00
background	12/04/24	Q4	<0.03	0.08	<0.1	<0.5	< 0.03	2.00
	Annual Average		<0.03	0.10	0.10	<0.5	<0.03	48.50
	03/13/24	Q1	< 0.03	0.49	< 0.1	0.60	< 0.03	<2
SW-3	06/19/24	Q2	<0.03	0.14	<0.1	0.50	< 0.03	12.00
Within the	09/11/24	Q3	<0.03	<0.06	<0.1	<0.5	< 0.03	16.00
main pond	12/04/24	Q4	<0.03	0.23	0.20	0.60	< 0.03	<2
	Annual Average		<0.03	0.29	0.20	0.57	<0.03	14.00
	03/13/24	Q1	< 0.03	0.32	< 0.1	0.70	< 0.03	2.00
SW-4	06/19/24	Q2	<0.03	<0.06	<0.1	<0.5	<0.03	60.00
Outlet from	09/11/24	Q3	<0.03	<0.06	<0.1	<0.5	<0.03	36.00
the main pond	12/04/24	Q4	<0.03	0.17	0.40	0.80	<0.03	<2
	Annual Average		<0.03	0.25	0.40	0.75	<0.03	32.67
	03/13/24	Q1	< 0.03	0.42	< 0.1	0.70	< 0.03	<2
SW-5	06/19/24	Q2	<0.03	0.47	<0.1	<0.5	<0.03	36.00
Up-gradient	09/11/24	Q3	<0.03	<0.06	<0.1	<0.5	<0.03	24.00
tributaries	12/04/24	Q4	<0.03	0.64	<0.1	<0.5	<0.03	14.00
	Annual Average		<0.03	0.51	<0.1	0.70	<0.03	24.67
	03/13/24	Q1	< 0.03	0.17	< 0.1	0.80	< 0.03	2.00
SW-6	06/19/24	Q2	<0.03	<0.06	<0.1	0.60	<0.03	16.00
Outlet from	09/11/24	Q3	<0.03	0.55	<0.1	<0.5	<0.03	28.00
the property	12/04/24	Q4	<0.03	0.12	0.10	0.50	<0.03	<2
	Annual Average		<0.03	0.28	0.10	0.63	<0.03	15.33

As seen in Table 9 1, there are no exceedances recorded for 2024.

As indicated in the map shown in Appendix B, SW-1 surface water sampling point are nearby or from the existing water bodies (ponds) within Mini Lake. Hence, it appears that the E.coli presence may be caused by rain events. From the surface water samples taken in 2024, it can be concluded that the Mini Lakes water bodies are in good health and there does not appear to be any major issues in term of contamination.

10 Proposed Wastewater System Upgrades

The Mini Lakes wastewater system (treatment facility and disposal subsurface system) have reached their end of life and are showing very poor performance, resulting in numerous compliance issues as escribed in the sections above. As part the overall strategy to implement the required upgrades, the following provides a status update of these upgrade projects.



System St	atus update
Upgrade the Existing Wastewater Treatment Plan	Feasibility investigation into alternative treatment technologies was conducted due to high cost of utility power upgrades required for the replacement facility. Currently two options are being considered, Membrane Aerated Bioreactor (MABR) and Rotating Biological Contact (RBC) with Denitrifying Filters; however any of these two options require significant power upgrades (3-phase power).
(WWTP)	Further progress is on hold until utility power upgrades designs are progressed. A New Customer Connection Information (NCCI) form has been submitted to Hydro One. In the interim, OCWA's portable treatment facility was brought on site as a back up treatment process.
	60% design of a tile bed replacement at the existing tile bed location has been completed; however, the high cost estimate at this stage of the design triggered an investigation of an alternative tile bed location and a new MECP pre-consultation. Regretfully, the MECP Pre-consultation effort was not successful.
Rehabilitation / Replacement of the Subsurface Disposal System (Tile Beds)	High groundwater was noted at the existing tile bed location. This prompted hydrogeological investigations for groundwater management and pre-consultation. Environmental Impact Studies for on-site soil stockpiling. It is anticipated that a substantial amount of soil will be moved from/to the tile bed sit, the Design Engineer is working on a temporary access road across the south end of the property to prevent heavy construction traffic from adversely affecting the community. Alternatively, Mini Lakes is negotiating a lease with the adjoining farm land south of the property for the road.

11 Summary of Operational Activities

11.1 Major Maintenance and Minor Repair

Table 11-1: Wastewater Treatment System Maintenance

Month		Activity
	•	2nd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	9th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	16th – Weber Septic on site for sludge haulage from the Primary Clarifier.
January	•	23rd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	25th – Maintenance on pump #2 at SPS#1, replaced top and bottom brackets.
	•	26th – Belwood Electric onsite to repair pump #1 electric at SPS#1.
	•	29th – Disks on RBC #1 failed.





Month		Activity
	•	30th – As directed by MECP hauled all material from waste plant, Weber Environment onsite pumped out loads 8000 gallons, 3500 gallons and 8000 gallons from primary.
	•	30th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	31st - As directed by MECP hauled all material from waste plant, Weber Environment onsite pumped out loads 8000 gallons.
	•	31st – Hannah Environmental onsite to perform maintenance on RBC's to get RBC#1 back in service, RBC#1 back in service after maintenance.
	•	31st – MECP lifted order to haul all material from waste plant, opened valve to RBC#1, turned all 5 effluent pumps in auto, waste plant back online.
	•	6th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	9th – Civica onsite to flush and inspect sewer on Basswood.
February	•	13th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	20th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	27th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	5th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	12th – Weber Septic on site for sludge haulage from the Primary Clarifier.
March	•	13th – Hannah onsite to install new gear box on RBC#2.
March	•	19th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	20th – Belwood Electric onsite to hook up motor for new gear box #2.
	•	26th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	2nd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	4th – Hannah onsite to start gear box for RBC#2 – RBC#2 back online.
	•	9th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	15th – SPS#5 pulled pump #1 clogged with cloth causing overload; SPS#4 floats pulled to clear grease; SPS#2 pulled pump #1 and unclogged.
April	•	16th – Weber Septic on site for sludge haulage from the Primary Clarifier and pumped grease out of SPS#4.
	•	23rd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	28th – Weber Septic onsite to pump down SPS#2 approximately 5000 gallons.
	•	29th – Weber Septic onsite to pump down SPS#2 approximately 4500 gallons.
	•	30th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	1st – Weber Septic on site to pump down SPS#2.
	•	1st – Caledcott Millwright onsite to perform maintenance on SPS#2.
May	•	7th – Weber Septic on site for sludge haulage from the Primary Clarifier.
May	•	14th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	21st – Weber Septic on site for sludge haulage from the Primary Clarifier.
	•	28th – Weber Septic on site for sludge haulage from the Primary Clarifier.
June	•	1st – Weber Septic on site to pump down SPS#2.





Month	Activity
	• 4th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 7th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 11th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 11th – Capital Paving onsite to start new concrete pad for mobile treatment unit.
	• 12th – Capital Paving onsite to continue new concrete pad for mobile treatment unit.
	• 13th – Capital Paving onsite to start new concrete pad for mobile treatment unit.
	• 14th – Capital Paving onsite to start new concrete pad for mobile treatment unit.
	• 14th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 18th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 21st – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 25th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 28th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 2nd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 5th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 9th – Weber Septic on site for sludge haulage from the Primary Clarifier.
July	• 12th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 23rd – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 26th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 30th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 6th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 9th – Weber Septic on site for sludge haulage from the Primary Clarifier.
August	• 13th – SPD onsite to complete annual flow meter calibrations.
	• 13th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 27th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 3rd – Weber Septic on site for sludge haulage from the Primary Clarifier.
Contombo	• 10th – Weber Septic on site for sludge haulage from the Primary Clarifier.
Septembe	• 17th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 24th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	1st – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 7th – Facility health and safety inspection, RBC bearings greased and spray down RBC.
0.1.1	• 7th – Capital Paving and Age Mechanical onsite to unclog sewer line at 10 Pavilion.
October	• 8th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 15th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	• 22nd – Weber Septic on site for sludge haulage from the Primary Clarifier.
Novembe	• 5th – Weber Septic on site for sludge haulage from the Primary Clarifier.
	 14th – Facility health and safety inspection, RBC bearings greased and spray down RBC.
	, , , , , , , , , , , , , , , , , , , ,



Month	Activity
•	12th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	19th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	19th – Civica onsite to complete flushing, clean out manholes and sanitary line on Olympia.
•	25th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	27th – RBC Failure (new gear box RBC).
•	29th – Caldecott and Weber onsite to perform maintenance on SPS#2.
December •	3rd – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	6th – Hannah onsite to troubleshoot issue with RBC #2 gearbox.
•	10th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	10th – Caldecott onsite to perform maintenance on SPS #2.
•	12th - Facility health and safety inspection, RBC bearings greased and spray down RBC.
•	17th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	24th – Weber Septic on site for sludge haulage from the Primary Clarifier.
•	31st – Weber Septic on site for sludge haulage from the Primary Clarifier.

11.2Unscheduled Work

Table 11-2: Wastewater Treatment System – Unscheduled Work

Month	Activity
January	• 14th – High Level Alarm SPS#1.
February	 11th – Call from Board Member - SPS#1 Noise. 17th – Sewage Computer Alarm.
March	 10th – SPS#5 Alarm Pump #1 Overload. 24th – SCADA computer off.
April	 27th – SPS#2 Failure – Weber Septic Pump Down #2, #3 and #4. 28th – SPS#2 Failure – Weber Septic Pump Down #5. 30th – SPS#2 Failure – Weber Septic Pump Down #6.
May	• 5th – SPS#3 – Notified by resident of red flashing light – Pump #1 overheating
June	 1st – SPS#3 – High Level Alarm. 4th – SPS#3 – High Level Alarm. 6th – Mini Lakes WWTP Sewage Computer Off. 8th – SPS#3 – High Level Alarm. 9th - SPS#3 – High Level Alarm. 27th – SPS#5 – Pump #2 Overheating.
July	• 12th – SPS#4 – High Level Alarm.



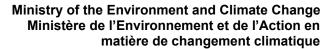
MINI LAKES 2024 ANNUAL OPERATIONS AND MAINTENANCE REPORT WASTEWATER TREATMENT SYSTEM MARCH 2025

Month	Activity
August	• 17th – SPS#2 and SPS#4 – High Level Alarm.
September	• 15th – Loss of Power.
October	• 6th – 10 Pavilion Sewer Back up.
November	• 7th – SPS#2 Fault Alarm.
	• 15th – SPS#5 Power Failure.
	• 27th – SPS#1 Fault Alarm.
	1st – SPS#1 Pump 2 Overload.
December	• 5th – 10 Pavilion Sewage Back Up.
	• 9th – SPS#5 High Level Alarm.
	• 16th – SPS#5 High Level Alarm.
	• 20th – SPS#5 High Level Alarm.
	• 29th – SPS#5 High Level Alarm.
	• 30th – SPS#5 Sewage Computer Alarm.

There was no other reportable event during the period covered by this report.



APPENDIX A Environmental Compliance Approval Number 8156-AR4J2T





AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 8154-AR4J2T Issue Date: September 18, 2017

Wellington Common Elements Condominium Corporation No.214 c/o MF Property Management Limited

28 Bett Court Guelph, Ontario N1C 0A5

Site Location:

7541 Wellington County Road 34

Township of Puslinch, County of Wellington

N0B2J0

You have applied under section 20.2 of Part II.1 of the <u>Environmental Protection Act</u>, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

Upgrades to the existing sewage works comprising of a sanitary collection system, pumping stations and forcemains, a sewage treatment and subsurface disposal system re-rated at approx. 158 m³/d average daily flow serving the Mini Lakes Subdivision and Common Elements Condominium comprising of a maximum of 292 units (from the original 400 units) for year round use in the Township of Puslinch as follows:

PROPOSED WORKS

Modifications to the existing wastewater treatment plant as follows:

- upgrades to primary clarifier as follows:
 - installation of a partition wall separating the chamber in two compartments; an inlet and sludge storage compartment having a working volume of 73m³ and a primary effluent compartment having a working volume of 23m³.
 - an influent baffle plate at the tank inlet.
 - an outlet weir box and baffle plate at the tank outlet.
 - sludge recirculation piping to the inlet chamber and sludge removal piping.

- modifications to the inlet of the denitrification tank to allow for crossover between trains for redundancy and option to operate on one (1) RBC train and two (2) tertiary treatment trains.
- one (1) new effluent pump and discharge piping to be located in the effluent pump chamber to recirculate treated effluent back to the inlet of the primary clarifier.
- a 3.5m x 4.12m chemical storage building housing the following:
 - a 900 L capacity chemical storage tank to provide a carbon source and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
 - a 2,300 L capacity bulk chemical storage tank for phosphorus removal and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
 - an eyewash/shower system.

all other controls, electrical equipment, instrumentation, pumps, piping, valves and appurtenances essential for the proper operation of the aforementioned sewage works;

all in accordance with the documents listed in Schedule 'B'.

EXISTING WORKS

Sanitary Collection System

All existing and proposed sewage collection system gravity mains, forcemains, and services as generally indicated on Drawing 1 - Site Servicing Plan dated February 25, 2008 as submitted by Stantec Consulting Ltd.

Pumping Stations and Forcemain

- 1. Sewage Pumping Station PS-1 (UTM NAD83: Zone 17, 569553 mE, 4814393 mN)
 - One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located at the intersection of Ash Avenue, Cross Street and Pine Street servicing approximately 77 units), equipped with two (2) submersible pumps, each pump rated at 1.8 L/s at 28.98 m TDH and having a working volume of 0.405 m³, and a forcemain, approx. 29 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-2 and PS-3, where the common forcemain continues approximately 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.
- 2. Sewage Pumping Station PS-2 (UTM NAD83: Zone 17, 569203 mE, 4814540 mN)
 - One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Jasper Heights Drive approximately 110 m northeast of Garden Parkway servicing approximately 132 units), equipped with two (2) submersible pumps, each pump rated at 2.225 L/s at 33.82 m TDH and having a working volume of 0.501 m³, and a forcemain, approx. 224 m long, extending from the pump station before discharging into the common 75

mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

3. Sewage Pumping Station PS-3 (UTM NAD83: Zone 17, 569349 mE, 4814559 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Lot 62 Hemlock, servicing approximately 42 units), equipped with two (2) submersible pumps, each pump rated at 1.075 L/s at 32.2 m TDH and having a working volume of 0.242 m³, and a forcemain, approx. 229 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

4. Sewage Pumping Station PS-4 (UTM NAD83: Zone 17, 569491 mE, 4814533 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located adjacent and on the north corner of Lot 227 on Cedarbush Crescent, servicing approximately 53 units and a community centre), equipped with two (2) submersible pumps, each pump rated at 1.35 L/s at 7.27 m TDH and having a working volume of 0.304 m³, and a forcemain, approx. 358 m long, extending from the pump station before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

5. Sewage Pumping Station PS-5 (UTM NAD83: Zone 17, 569720 mE, 4814755 mN)

One (1) 1,200 mm diameter precast concrete duplex sewage pumping station (located at the intersection of Water Street and Basswood to service Phase 2 and 3 development, and will ultimately service approximately 79 units), equipped with two (2) submersible pumps, each pump rated at 2.55 L/s at 14.75 m TDH and having a working volume of 0.469 m³, and a forcemain, approx. 207 m long, discharging into the 75 mm diameter forcemain from PS-4, where the common forcemain continues for approx 29 m before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

Wastewater Treatment Plant

A sewage treatment plant (with dual trains operating in parallel) to be located within a building housing a primary settlement tank, rotating biological contactors, intermediate clarifier, a denitrification tank and final clarifiers and effluent pump chamber as follows:

- a concrete common primary settlement tank with cover, approx. 8.1m wide x 8.5m long x 1.73m liquid depth discharging (via an outlet pipe to each treatment train) to the rotating biological contactors, complete with gear motor and drive mechanism;
- two (2) rotating biological contactors (RBCs) with 2.35m diameter rotor, each equipped with low profile fixed baffles and establish four (4) zones per rotor, and providing approx. 4,179

m² of bio-support media area;

- two (2) hopper bottom 3m x 3.6m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems;
- two (2) denitrification tanks, approx. 5.06m x 3.6m, each consisting with 4,704m² of submerged rigid media, complete with an adjustable flow distribution box;
- one (1) 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to the denitrification tanks, complete with spill containment facilities;
- chemical feed system comprising of one (1) 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approx. 1.5 L/hr of alum into the last stage of the rotating biological contactor rotor, complete with spill containment facilities;
- two (2) hopper bottom 3m x 3.6m final clarifiers per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems;
- a 50,000 L capacity effluent pump chamber equipped with five (5) submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11m TDH (max.), to discharge treated effluent via a splitter valve and five (5) 75mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system.

Subsurface Disposal System

A subsurface disposal system comprising of five (5) shallow buried trench absorption cells, each cell comprising of six (6) zones with eight (8) laterals (each lateral located within a trench 18m long and 0.6m wide, with a hollow inverted semi-circular chamber housing a 25mm PVC pressurized pipe with 3.2mm holes spaced at 1m c/c) per zone, for a total of approx. 864m of piping per cell (total of approx. 4,320m of piping), and distribution valve assembly and manifold together with a relocation area (alternate subsurface disposal area) and the use of the existing leaching bed areas as contingencies for a period of three (3) years of operation of the sewage works,

all in accordance with the final plans and specifications prepared by P. J. Hannah Equipment Sales Corp. and Stantec Consulting Ltd., Consulting Engineers.

For the purpose of this environmental compliance approval, the following definitions apply:

- 1. "Annual Average Concentration" means the arithmetic mean of the Monthly Average Concentrations of a contaminant in the effluent calculated for any particular calendar year;
- 2. "Approval" means this entire document and any Schedules attached to it, and the application;
- 3. "Average Daily Flow" means the cumulative total sewage flow to the sewage works during a

- calendar year divided by the number of days during which sewage was flowing to the sewage works that year;
- 4. "BOD5" (also known as TBOD₅) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;
- 5. "CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
- 6. "Daily Concentration" means the concentration of a contaminant in the effluent discharged over any single day, as measured by a composite or grab sample, whichever is required;
- 7. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
- 8. "District Manager" means the District Manager of the Guelph District Office:
- 9. "EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
- 10. "Equivalent Equipment" means a substituted equipment or like-for-like equipment that meets the required quality and performance standards of a named equipment;
- 11. "Limited Operational Flexibility" (LOF) means any modifications that the Owner is permitted to make to the Works under this Approval;
- 12. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
- 13. "Notice of Modifications" means the form entitled "Notice of Modifications to Sewage Works";
- 14. "Monthly Average Concentration" means the arithmetic mean of all Daily Concentrations of a contaminant in the effluent sampled or measured, or both, during a calendar month;
- 15. "Owner" means Wellington Common Elements Condominium Corporation No.214 and its successors and assignees;
- 16. "OWRA" means the <u>Ontario Water Resources Act</u>, R.S.O. 1990, c. O.40, as amended; "Previous Works" means those portions of the sewage works previously constructed and approved under an Approval;
- 17. "Proposed Works" means the sewage works described in the Owner's application, this Approval, to the extent approved by this Approval;
- 18. "Previous Works" means those portions of the sewage works previously constructed and approved under an Approval;

- 19. "Rated Capacity" means the Average Daily Flow for which the Works are approved to handle;
- 20. "Regional Director" means the Regional Director of the West Central Region of the Ministry;
- 21. "Substantial Completion" has the same meaning as "substantial performance" in the *Construction Lien Act*; and
- 22. "Works" means the sewage works described in the Owner's application, and this Approval, and includes Proposed Works, Previous Works, and modifications made under Limited Operational Flexibility.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

- 1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2. Except as otherwise provided by these conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.
- 3. Where there is a conflict between a provision of any document in the schedule referred to in this Approval and the conditions of this Approval, the Conditions in this Approval shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.
- 4. Where there is a conflict between the documents listed in the Schedule B submitted documents, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.
- 5. The Conditions of this Approval are severable. If any Condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

2. EXPIRY OF APPROVAL

This Approval will cease to apply to those parts of the Proposed Works which have not been constructed within five (5) years of the date of this Approval.

3. CHANGE OF OWNER

- 1. The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:
 - a. change of Owner;
 - b. change of address of the Owner;
 - c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the <u>Business Names Act</u>, R.S.O. 1990, c.B17 shall be included in the notification to the District Manager;
 - d. change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the *Corporations Information Act*, R.S.O. 1990, c. C39 shall be included in the notification to the District Manager;
- 2. In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the District Manager and the Director.

4. CONSTRUCTION

- 1. The Owner shall ensure that the construction of the works is supervised by a licensed installer or a Professional Engineer, as defined in the *Professional Engineers Act*.
- 2. Upon construction of the works, the Owner shall prepare a statement, certified by a licensed installer or a Professional Engineer that the Works are constructed in accordance with this Approval, and upon request, shall make the written statement available for inspection by Ministry staff and staff of the local municipality.

5. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following

monitoring program:

- 1. All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.
- 2. Samples of **treated effluent** (ahead of subsurface disposal system) shall be collected at the effluent pump chamber and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 1 Treated Effluent Sampling, Schedule C**).
- 3. Samples of **groundwater** shall be collected from the nine (9) monitoring wells MW-1, MW-2, MW-4 to MW-10 inclusive, located upgradient of the subsurface disposal beds, immediately downgradient of the subsurface disposal beds and at the property boundary in the downgradient flow path from the subsurface disposal beds, and two (2) additional monitoring wells to intercept the plume close to the water's edge, and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 2 Groundwater Sampling, Schedule C**). In addition, groundwater depths for each of the monitoring wells shall also be recorded to assess groundwater elevation and flow paths through the site.
- 4. Samples of **surface water** shall be collected at the following five (5) locations and analyzed for at least the parameters at the indicated **minimum** frequencies (**Table 3 Surface Water Sampling, Schedule C**).

Surface water monitoring locations

- upgradient background (SW1)
- one location within the main pond (SW3)
- outlet from the main pond (SW4)
- outlet from the property (SW6)
- upgradient tributaries (SW5, located at County Road No. 34, approximately 50m upstream of the confluence of Mill Creek with the downstream location of the Mini Lakes outlet).
- 5. The monitoring outlined pursuant to subsections (3) and (4) shall be undertaken for a period of at least three (3) years following the start up of the Proposed Works.
- 6. Prior to the startup of the Works, background groundwater quality must be established by collecting groundwater samples and having them analyzed for the parameters outlined in Table 2.
- 7. The Owner shall measure and record the daily volume of effluent being discharged to subsurface disposal system.
- 8. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

- a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;
- b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and
- c. the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.
- 9. The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.
- 10. Following completion of two (2) full years of operation of the sewage system, if the quality of effluent discharged to the subsurface disposal system satisfies the objectives stipulated in Condition 6 as evidenced by the results of the monitoring program required by this condition, the monitoring requirements may be revised by the Director is he/she is of the opinion that such a reduction is appropriate in the circumstances.

6. EFFLUENT LIMITS

- 1. The Owner shall operate and maintain the Works such that the concentrations of the materials named as effluent parameters are not exceeded in the effluent from the Works (**Table 4 Effluent Limits, Schedule** D).
- 2. For the purposes of determining compliance with and enforcing subsection (1):
 - a. Non-compliance with respect to the effluent parameters is deemed to have occurred when the annual average concentration of any of the effluent parameters (treated effluent discharge to the subsurface disposal system) named in subsection (1) above, based on all grab samples taken in accordance with Condition 5(2) above, supplemented by spot sampling by Ministry staff as necessary, during any calendar year, exceeds its corresponding stipulated effluent concentration indicated in Table 4.
- 3. Paragraph (a) of subsection shall apply upon the issuance of this Approval.
- 4. The effluent limit set out in subsection (1) shall apply upon the issuance of this Approval.

5. Only those monitoring results collected during the corresponding time period shall be used in calculating the Annual Average Concentration.

7. OPERATIONS AND MAINTENANCE

- 1. The Owner shall prepare an operations manual within six (6) months of the introduction of sewage to the Works, that includes, but not necessarily limited to, the following information:
 - a. operating procedures for routine operation of the Works; and
 - b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary.
- 2. (2) The Owner shall maintain the operations manual current and retain a copy at the location of the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.
- 3. (3) The Owner shall prepare and make available for inspection by Ministry staff, a maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings within one (1) year of Substantial Completion of the Works. The maintenance agreement and drawings must be retained at the site and kept current.
- 4. (4) The Owner shall employ for the overall operation of the Works a person who possesses the level of training and experience sufficient to allow safe and environmentally sound operation of the Works.

8. REPORTING

- 1. One week prior to the start up of the operation of the Works, the Owner shall notify the District Manager (in writing) of the pending start up date of the Proposed Works.
- 2. The Owner shall prepare, and submit upon request, a performance report, on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:
 - a. a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6, including an overview of the success and adequacy of the Works;
 - b. a tabulation of the daily volumes of effluent disposed through the subsurface disposal system during the reporting period;

- c. a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- d. a description of any operating problems encountered and corrective actions taken.
- e. a copy of all Notice of Modifications submitted to the District Manager as a result of Schedule A, Section 1, with a status report on the implementation of each modification;
- f. a report summarizing all modifications completed as a result of Schedule A, Section 3;
- g. any other information the District Manager requires from time to time.

9. LIMITED OPERATIONAL FLEXIBILITY

- 1. The Owner may make modifications to the Works in accordance with the Terms and Conditions of this Approval and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule A of this Approval, as amended.
- 2. Sewage works under Limited Operational Flexibility shall adhere to the design guidelines contained within the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.
- 3. The Owner shall ensure at all times, that the Works, related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all Terms and Conditions of this Approval.
- 4. For greater certainty, the following are **not** permitted as part of Limited Operational Flexibility:
 - a. Modifications to the Works that result in an increase of the approved Rated Capacity of the Works;
 - b. Modifications to the Works that may adversely affect the approved effluent quality criteria or the location of the discharge/outfall;
 - c. Modifications to the treatment process technology of the Works, or modifications that involve construction of new reactors (tanks) or alter the treatment train process design;
 - d. Modifications to the Works approved under s.9 of the EPA, and
 - e. Modifications to the Works pursuant to an order issued by the Ministry.

- 5. Implementation of Limited Operational Flexibility is not intended to be used for piecemeal measures that result in major alterations or expansions.
- 6. If the implementation of Limited Operational Flexibility requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the Owner shall, provide a revised copy of this plan to the local fire services authority prior to implementing Limited Operational Flexibility.
- 7. For greater certainty, any modification made under the Limited Operational Flexibility may only be carried out after other legal obligations have been complied with, including those arising from the *Environmental Protection Act, Niagara Escarpment Planning and Development Act, Oak Ridges Moraine Conservation Act, Lake Simcoe Protection Act* and *Greenbelt Act.*
- 8. At least thirty (30) days prior to implementing Limited Operational Flexibility, the Owner shall complete a Notice of Modifications describing any proposed modifications to the Works and submit it to the District Manager.
- 9. The Owner shall not proceed with implementation of Limited Operational Flexibility until the District Manager has provided written acceptance of the Notice of Modifications or a minimum of thirty (30) days have passed since the day the District Manager acknowledged the receipt of the Notice of Modifications.

SCHEDULE 'A'

Limited Operational Flexibility Criteria for Modifications to Industrial Sewage Works

1. The modifications to sewage works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modifications. If there is a conflict between the sewage works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.

1.1 Sewage Pumping Stations

- a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, provided that the modifications do not result in an increase of the sewage treatment plant Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.
- b. Forcemain relining and replacement with similar pipe size where the nominal diameter is not greater than 1,200mm.

1.2 Sewage Treatment Process

- a. Installing additional chemical dosage equipment including replacing with alternative chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no modifications of treatment processes or other modifications that may alter the intent of operations and may have negative impacts on the effluent quantity and quality.
- b. Expanding the buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses provided that the buffer zone is entirely on the proponent's land.
- c. Optimizing existing sanitary sewage lagoons with the purpose to increase efficiency of treatment operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.
- d. Optimizing existing sewage treatment plant equipment with the purpose to increase the efficiency of the existing treatment operations, provided that there are no modifications to the works that result in an increase of the approved Rated Capacity, and may have adverse effects to the effluent quality or location of the discharge.
- e. Replacement, refurbishment of previously approved equipment in whole or in part with Equivalent Equipment, like-for-like of different make and model, provided that

the firm capacity, reliability, performance standard, level of quality and redundancy of the group of equipment is kept the same. For clarity purposes, the following equipment can be considered under this provision: pumps, screens, grit separators, blowers, aeration equipment, sludge thickeners, dewatering equipment, UV systems, chlorine contact equipment, bio-disks, and sludge digester systems.

1.3 Sanitary Sewers

a. Pipe relining and replacement with similar pipe size within the Sewage Treatment Plant site, where the nominal diameter is not greater than 1,200mm.

1.4 Pilot Systems

- a. Installation of pilot systems for new or existing technologies provided that:
 - i. any effluent from the pilot system is discharged to the inlet of the sewage treatment plant or hauled off-site for proper disposal,
 - ii. any effluent from the pilot system discharged to the inlet of the sewage treatment plant or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
 - iii. the pilot system's duration does not exceed a maximum of two years; and a report with results is submitted to the Director and District Manager three months after completion of the pilot project.
- 2. Sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.
- 3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.
- 4. The modifications noted in section (3) above are **not** required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.



Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility

				art with "01" and consecutive numbers therea	
ECA Number	Issuance Date (mm/dd/y	y)		Notice number (if applicable)	
ECA Owner		Municip	ality		
Part 2: Description of (Attach a detailed description of		part of the	e L	imited Operational Flexibility	y
Description shall include: 1. A detail description of the mo	difications and/or operations to the	sewage works (e	а в	ewage work component, location, size, equip	ment
type/model, material, process					
				re affected by the modifications as applicable design brief, drawings, emergency plan, etc.)	
	by Professional Engir				
	ified the scope and technical aspect red by a Professional Engineer who				
Has been designed in accord	dance with the Limited Operational F	lexibility as desc	ribed	d in the ECA; ring standards, industry's best management	
practices, and demonstrating	ongoing compliance with s.53 of the	e Ontario Water	Reso	ources Act; and other appropriate regulations.	
Name (Print)	or my knowledge, information and i	Delier the Informa	mon	contained in this form is complete and accura I PEO License Number	пе
reaso (reasy)				PEO DIOGNO PARINDO	
Signature				Date (mm/dd/yy)	
Name of Employer					
Part 4 - Declaration	by Owner				
	by Owner				
I hereby declare that: 1. I am authorized by the Owner					
The Owner consents to the mThis modifications to the sew		nce with the Limi	ted C	Operational Flexibility as described in the ECA	٨.
	plicable requirements of the <i>Environ</i> of my knowledge, information and b			Act. contained in this form is complete and accura	ite
Name of Owner Representative (Prin	10)	Owner represe	ntativ	re's title (Print)	
Owner Representative's Signature		Date (mm/dd/y	y)		

SCHEDULE 'B'

Environmental Compliance Approval (ECA) supporting documents:

1. Application for Environmental Compliance Approval (ECA) dated June 7, 2012 signed by Tom Boyd, President, Mini Lakes Residents Association, and supporting documents prepared by Stantec Consulting Ltd., Consulting Engineers.

SCHEDULE 'C'

Table 1- Treated Effluent Sampling

Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	monthly
Total Suspended Solids	grab	monthly
Total Phosphorus	grab	monthly
Total Ammonia Nitrogen	grab	monthly
Nitrate Nitrogen	grab	monthly
Nitrite Nitrogen	grab	monthly
Total Kjeldahl Nitrogen	grab	monthly
E. coli	grab	monthly
Dissolved Oxygen	grab	monthly
рН	grab	monthly

Table 2- Groundwater Sampling

Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	quarterly
Total Suspended Solids	grab	quarterly
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly
Dissolved Organic Carbon	grab	quarterly

Table 3- Surface Water Sampling

Parameter	Type of Sample	Minimum Frequency
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly

SCHEDULE 'D'

Table 4- Effluent Limits

Effluent Parameters	Annual Average Concentration
CBOD5	20 mg/L
Total Suspended Solids	20 mg/L
Nitrate Nitrogen	8 mg/L
Total Phosphorus	1 mg/L

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 is imposed to ensure that the Works are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this Approval the existence of this Approval.
- 2. Condition 2 is included to ensure that, when the Works are constructed, the Works will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.
- 3. Condition 3 is included to ensure that the Ministry records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
- 4. Condition 4 is included to ensure that the works are constructed, and may be operated and maintained such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented.
- 5. Condition 5 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives specified in the Approval.
- 6. Condition 6 is imposed to ensure that the effluent discharged from the Works to the subsurface disposal system meets the Ministry's effluent quality requirements thus minimizing environmental impact.
- 7. Condition 7 is included to require that the Works be properly operated, maintained, and equipped such that the environment is protected. As well, the inclusion of an operations manual, maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the owner and made available to the Ministry. Such a information is an integral part of the operation of the Works.Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the work.
- 8. Condition 8 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

9. Condition 9 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These Conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the Terms and Conditions of this Approval, MOE policies, guidelines, and industry engineering standards and best management practices.

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 2391-9KCJUS issued on June 1, 2016.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

- a. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- b. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

- 1. The name of the appellant;
- 2. The address of the appellant;
- 3. The environmental compliance approval number;
- 4. The date of the environmental compliance approval;
- 5. The name of the Director, and;
- 6. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of Part II.1 of the Environmental Protection Act Ministry of the Environment and Climate Change 135 St. Clair Avenue West, 1st Floor Toronto, Ontario M4V 1P5

* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 326-5370 or www.ert.gov.on.ca

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 18th day of September, 2017



Fariha Pannu, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

JA/

c: District Manager, MOECC Guelph

n/a, Wellington Common Elements Condominium Corporation No.214 c/o MF Property Management Limited



APPENDIX B Groundwater Monitoring Wells and Surface Water Sampling Locations







APPENDIX C Laboratory Certificates of Analysis for Wastewater Treatment Plant



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S

Project: PO#017844

10-January-2024

Date Rec.: 03 January 2024 LR Report: CA13074-JAN24

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					03-Jan-24 08:30	03-Jan-24 08:35
Temperature Upon Receipt [°C]					8.0	8.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	04-Jan-24	17:00	09-Jan-24	13:30	18	97
Dissolved Oxygen [mg/L]	04-Jan-24	10:07	04-Jan-24	12:30	4.9	
Total Suspended Solids [mg/L]	04-Jan-24	07:54	08-Jan-24	13:11	14	62
Alkalinity [mg/L as CaCO3]	04-Jan-24	08:15	05-Jan-24	10:32		336
pH [No unit]	04-Jan-24	08:15	05-Jan-24	11:09	7.76	7.47
Phosphorus (total) [mg/L]	05-Jan-24	14:36	09-Jan-24	14:27	2.16	2.76
Total Kjeldahl Nitrogen [as N mg/L]	05-Jan-24	15:48	09-Jan-24	14:06	17.9	22.6
Ammonia+Ammonium (N) [as N mg/L]	04-Jan-24	18:09	08-Jan-24	11:56	16.6	18.8
Nitrite (as N) [mg/L]	05-Jan-24	16:40	08-Jan-24	12:14	0.31	
Nitrate (as N) [mg/L]	05-Jan-24	16:40	08-Jan-24	12:14	2.67	
Nitrate + Nitrite (as N) [mg/L]	05-Jan-24	16:40	08-Jan-24	12:14	2.98	
E. Coli [cfu/100mL]	04-Jan-24	13:25	08-Jan-24	08:21	66000	



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

24-January-2024

Project: PO#017844

Works #: 1418S

Date Rec.: 17 January 2024 LR Report: CA13533-JAN24

Copy: #1

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					17-Jan-24 09:20	17-Jan-24 09:25
Temperature Upon Receipt [°C]					5.0	5.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	18-Jan-24	16:34	23-Jan-24	14:25	19	91
Dissolved Oxygen [mg/L]	18-Jan-24	09:59	18-Jan-24	10:27	7.6	
Total Suspended Solids [mg/L]	20-Jan-24	12:49	23-Jan-24	14:44	26	70
Alkalinity [mg/L as CaCO3]	19-Jan-24	07:54	23-Jan-24	10:47		329
pH [No unit]	18-Jan-24	09:29	23-Jan-24	10:47	7.56	7.44
Phosphorus (total) [mg/L]	18-Jan-24	16:01	24-Jan-24	09:25	1.22	2.68
Total Kjeldahl Nitrogen [as N mg/L]	18-Jan-24	17:02	22-Jan-24	16:45	18.5	24.6
Ammonia+Ammonium (N) [as N mg/L]	18-Jan-24	18:59	23-Jan-24	12:08	16.4	21.2
Nitrite (as N) [mg/L]	18-Jan-24	21:17	24-Jan-24	13:48	0.31	
Nitrate (as N) [mg/L]	18-Jan-24	21:17	24-Jan-24	13:48	2.85	
Nitrate + Nitrite (as N) [mg/L]	18-Jan-24	21:17	24-Jan-24	13:48	3.16	
E. Coli [cfu/100mL]	18-Jan-24	11:23	22-Jan-24	08:14	66000	



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

22-February-2024

Date Rec.: 15 February 2024 LR Report: CA13725-FEB24

Copy: #1

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					14-Feb-24 13:30	14-Feb-24 13:35
Temperature Upon Receipt [°C]					3.0	3.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	15-Feb-24	17:02	20-Feb-24	15:36	16	89
Dissolved Oxygen [mg/L]	15-Feb-24	16:09	20-Feb-24	09:10	8.8	
Total Suspended Solids [mg/L]	16-Feb-24	10:06	21-Feb-24	14:55	11	68
Alkalinity [mg/L as CaCO3]	16-Feb-24	08:17	20-Feb-24	12:39		340
pH [No unit]	16-Feb-24	08:17	20-Feb-24	12:39	7.61	7.40
Phosphorus (total) [mg/L]	16-Feb-24	17:03	20-Feb-24	11:27	1.28	3.25
Total Kjeldahl Nitrogen [as N mg/L]	16-Feb-24	15:01	21-Feb-24	13:36	20.9	30.5
Ammonia+Ammonium (N) [as N mg/L]	16-Feb-24	18:52	22-Feb-24	13:00	18.7	25.7
Nitrite (as N) [mg/L]	17-Feb-24	14:06	21-Feb-24	09:13	0.23	
Nitrate (as N) [mg/L]	17-Feb-24	14:06	21-Feb-24	09:13	1.91	
Nitrate + Nitrite (as N) [mg/L]	17-Feb-24	14:06	21-Feb-24	09:13	2.14	
E. Coli [cfu/100mL]	15-Feb-24	17:01	20-Feb-24	10:44	11800	



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

05-March-2024

Date Rec.: 29 February 2024 LR Report: CA12828-FEB24

Copy: #1

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					28-Feb-24 09:20	28-Feb-24 09:25
Temperature Upon Receipt [°C]					5.0	5.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	29-Feb-24	17:15	05-Mar-24	11:57	15	89
Dissolved Oxygen [mg/L]	29-Feb-24	14:30	01-Mar-24	10:10	7.2	
Total Suspended Solids [mg/L]	29-Feb-24	16:45	04-Mar-24	13:04	22	86
Alkalinity [mg/L as CaCO3]	29-Feb-24	13:42	01-Mar-24	13:07		343
pH [No unit]	29-Feb-24	13:43	01-Mar-24	13:07	8.03	7.66
Phosphorus (total) [mg/L]	01-Mar-24	15:53	05-Mar-24	10:39	1.20	2.60
Total Kjeldahl Nitrogen [as N mg/L]	29-Feb-24	17:10	04-Mar-24	12:56	24.6	28.2
Ammonia+Ammonium (N) [as N mg/L]	29-Feb-24	19:54	05-Mar-24	11:37	22.0	25.6
Nitrite (as N) [mg/L]	01-Mar-24	08:11	01-Mar-24	16:33	0.18	
Nitrate (as N) [mg/L]	01-Mar-24	08:11	01-Mar-24	16:33	1.14	
Nitrate + Nitrite (as N) [mg/L]	01-Mar-24	08:11	01-Mar-24	16:33	1.32	
E. Coli [cfu/100mL]	29-Feb-24	14:33	01-Mar-24	14:19	72000	

Carrie Greeniaw
Project Specialist,
Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

20-March-2024

Date Rec.: 13 March 2024 LR Report: CA14523-MAR24

Copy: #1

OCWA-Highlands (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					13-Mar-24 09:05	13-Mar-24 09:10
Temperature Upon Receipt [°C]					7.0	7.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	14-Mar-24	17:04	19-Mar-24	12:52	15	88
Dissolved Oxygen [mg/L]	14-Mar-24	10:32	18-Mar-24	10:44	6.2	
Total Suspended Solids [mg/L]	14-Mar-24	19:27	18-Mar-24	16:23	27	88
Alkalinity [mg/L as CaCO3]	14-Mar-24	13:08	15-Mar-24	13:42		351
pH [No unit]	14-Mar-24	13:08	15-Mar-24	13:42	7.60	7.76
Phosphorus (total) [mg/L]	14-Mar-24	16:19	18-Mar-24	09:43	1.52	3.06
Total Kjeldahl Nitrogen [as N mg/L]	14-Mar-24	17:05	15-Mar-24	14:26	22.1	25.9
Ammonia+Ammonium (N) [as N mg/L]	14-Mar-24	21:51	20-Mar-24	10:06	23.3	
Nitrite (as N) [mg/L]	14-Mar-24	20:34	18-Mar-24	19:06	0.15	
Nitrate (as N) [mg/L]	14-Mar-24	20:34	18-Mar-24	19:06	0.86	
Nitrate + Nitrite (as N) [mg/L]	14-Mar-24	20:34	18-Mar-24	19:06	1.01	
E. Coli [cfu/100mL]	14-Mar-24	12:16	18-Mar-24	07:42	64000	

Carrie Greenlaw

Carrie Greenlaw Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S **Project :** PO#017844

03-April-2024

Date Rec.: 28 March 2024 **LR Report: CA12759-MAR24**

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Eff Eff-Final Effluent Grab Bacti	7: Raw Raw-Primary Clairfier Grab
Sample Date & Time					27-Mar-24 09:49	27-Mar-24 09:51	27-Mar-24 09:55
Temperature Upon Receipt [°C]					8.0	8.0	8.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	28-Mar-24	19:11	02-Apr-24	15:26	17		76
Dissolved Oxygen [mg/L]	28-Mar-24	15:38	01-Apr-24	09:42	7.5		
Total Suspended Solids [mg/L]	01-Apr-24	12:56	02-Apr-24	16:13	33		98
Alkalinity [mg/L as CaCO3]	28-Mar-24	16:09	01-Apr-24	10:34			356
pH [No unit]	28-Mar-24	16:09	01-Apr-24	10:34	7.93		7.69
Phosphorus (total) [mg/L]	01-Apr-24	14:46	02-Apr-24	13:36	1.81		2.88
Total Kjeldahl Nitrogen [as N mg/L]	01-Apr-24	15:22	02-Apr-24	10:11	31.9		33.3
Ammonia+Ammonium (N) [as N mg/L]	01-Apr-24	16:52	03-Apr-24	12:54	29.3		
Nitrite (as N) [mg/L]	30-Mar-24	12:35	02-Apr-24	13:23	0.17		
Nitrate (as N) [mg/L]	30-Mar-24	12:35	02-Apr-24	13:23	0.84		
Nitrate + Nitrite (as N) [mg/L]	30-Mar-24	12:35	02-Apr-24	13:23	1.01		
E. Coli [cfu/100mL]	28-Mar-24	17:08	01-Apr-24	09:31		60000	



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Works #: 1418S

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CA12759-MAR24





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Works #: 1418S **Project :** PO#017844

20-March-2024

Date Rec. : 13 March 2024 **LR Report: CA14524-MAR24**

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Ammoni um (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date			14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24
2: Analysis Start Time			17:04	14:12	13:38	16:19	17:05	21:51	20:34	20:34	20:34	12:16
3: Analysis Completed Date			19-Mar-24	18-Mar-24	15-Mar-24	15-Mar-24	15-Mar-24	19-Mar-24	19-Mar-24	19-Mar-24	19-Mar-24	18-Mar-24
4: Analysis Completed Time			12:52	13:12	08:41	11:29	14:27	09:48	16:13	16:13	16:13	07:42
5: Well Wel1-Monitoring Well #1 (MW-1)	13-Mar-24 10:52	7.0	< 4	44	17	0.06	3.5	3.2	< 0.03	< 0.06	< 0.06	< 2
6: Well Wel2-Monitoring Well #2 (MW-2)	13-Mar-24 09:50	7.0	< 4	15	< 1	< 0.03	< 0.5	< 0.1	< 0.03	11.4	11.4	< 2
7: Well Wel4-Monitoring Well #4 (MW-4)	13-Mar-24 09:45	7.0	< 4	2	1	< 0.03	< 0.5	< 0.1	< 0.03	11.8	11.8	< 2
8: Well Wel5-Monitoring Well #5 (MW-5)	13-Mar-24 10:10	7.0	< 4	14	1	< 0.03	< 0.5	< 0.1	< 0.03	0.76	0.76	< 2
9: Well Wel6-Monitoring Well #6 (MW-6)	13-Mar-24 10:19	7.0	< 4	< 2	< 1	< 0.03	< 0.5	< 0.1	< 0.03	1.19	1.19	< 2
10: Well Wel7-Monitoring Well #7 (MW-7)	13-Mar-24 10:25	7.0	< 4	< 2	2	< 0.03	0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
11: Well Wel8-Monitoring Well #8 (MW-8)	13-Mar-24 10:32	7.0	< 4	10	5	< 0.03	0.9	0.3	< 0.03	0.20	0.20	< 2
12: Well Wel9-Monitoring Well #9 (MW-9)	13-Mar-24 09:59	7.0	< 4	12	4	< 0.03	< 0.5	< 0.1	< 0.03	0.08	0.08	< 2
13: Well We10-Monitoring Well #10 (MW-10)	13-Mar-24 09:38	7.0	< 4	< 2	1	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
14: Well We11-Monitoring Well #11 (MW-11)	13-Mar-24 11:00	7.0	< 4	7	4	< 0.03	3.3	3.2	< 0.03	< 0.06	< 0.06	< 2
15: Well We12-Monitoring Well #12 (MW-12)	13-Mar-24 11:07	7.0	< 4	12	1	< 0.03	< 0.5	< 0.1	< 0.03	1.01	1.01	< 2



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Works #: 1418S

Project : LR Report : PO#017844

CA14524-MAR24



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OCWA-Highlands (Mini Lakes RBC WWTP)

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Works #: 1418S **Project :** PO#017844

20-March-2024

Date Rec. : 13 March 2024 **CA14525-MAR24**

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date &		Field pH	Field	Phosphorus	Total		٠,	. ,	Nitrate + Nitrite	
	Time	Upon Receipt °C	no unit	Temperature celcius	(total) mg/L	Kjeldahl Nitrogen as N mg/L	monium (N) as N mg/L	mg/L	mg/L	(as N) mg/L	cfu/100mL
1: Analysis Start Date					14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24	14-Mar-24
2: Analysis Start Time					16:19	17:05	21:51	16:59	16:59	16:59	12:16
3: Analysis Completed Date					15-Mar-24	15-Mar-24	15-Mar-24	19-Mar-24	19-Mar-24	19-Mar-24	18-Mar-24
4: Analysis Completed Time					11:30	14:27	09:09	16:14	16:14	16:14	07:43
5: Hold Hld1-SW1-Upgradient background	13-Mar-24 11:39	7.0	7.6	11.6	< 0.03	< 0.5	< 0.1	< 0.03	0.15	0.15	4
6: Hold Hld3- SW3-Within Main Pond	13-Mar-24 11:49	7.0	8.1	9.8	< 0.03	0.6	< 0.1	< 0.03	0.49	0.49	< 2
7: Hold Hld4-SW4-Outlet from Main Pond	13-Mar-24 11:56	7.0	8.1	12.0	< 0.03	0.7	< 0.1	< 0.03	0.32	0.32	2
8: Hold Hld5-SW5-Upgradient tributaries at County Rd No. 34	13-Mar-24 12:05	7.0	8.1	11.4	< 0.03	0.7	< 0.1	< 0.03	0.42	0.42	< 2
9: Hold Hld6-SW6-Outlet from Property	13-Mar-24 12:01	7.0	8.2	12.1	< 0.03	0.8	< 0.1	< 0.03	0.17	0.17	2



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Works #: 1418S

Project: PO#017844

19-April-2024

Date Rec. : 11 April 2024 LR Report: CA13525-APR24

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					10-Apr-24 09:30	10-Apr-24 09:35
Temperature Upon Receipt [°C]					13.0	13.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	12-Apr-24	16:12	17-Apr-24	12:41	23	76
Dissolved Oxygen [mg/L]	11-Apr-24	11:15	15-Apr-24	12:41	2.6	
Total Suspended Solids [mg/L]	17-Apr-24	09:36	18-Apr-24	12:40	23	109
Alkalinity [mg/L as CaCO3]	12-Apr-24	07:09	16-Apr-24	09:59		312
pH [No unit]	11-Apr-24	17:46	16-Apr-24	09:59	7.56	7.32
Phosphorus (total) [mg/L]	15-Apr-24	16:28	16-Apr-24	14:58	1.03	2.73
Total Kjeldahl Nitrogen [as N mg/L]	16-Apr-24	16:23	17-Apr-24	12:51	23.0	26.1
Ammonia+Ammonium (N) [as N mg/L]	16-Apr-24	20:28	17-Apr-24	09:44	20.6	23.3
Nitrite (as N) [mg/L]	14-Apr-24	20:18	18-Apr-24	15:18	0.22	
Nitrate (as N) [mg/L]	14-Apr-24	20:18	18-Apr-24	15:18	0.51	
Nitrate + Nitrite (as N) [mg/L]	14-Apr-24	20:18	18-Apr-24	15:18	0.73	
E. Coli [cfu/100mL]	11-Apr-24	17:20	15-Apr-24	08:55	10400	





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Works #: 1418S

Project: PO#017844

01-May-2024

Date Rec.: 25 April 2024 LR Report: CA13975-APR24

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					24-Apr-24 14:25	24-Apr-24 14:30
Temperature Upon Receipt [°C]					7.0	7.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	25-Apr-24	17:13	30-Apr-24	10:26	19	74
Dissolved Oxygen [mg/L]	25-Apr-24	15:36	26-Apr-24	07:57	6.3	
Total Suspended Solids [mg/L]	26-Apr-24	07:43	29-Apr-24	14:35	41	80
Alkalinity [mg/L as CaCO3]	26-Apr-24	08:27	29-Apr-24	09:45		322
pH [No unit]	29-Apr-24	14:03	01-May-24	13:12	7.53	7.51
Phosphorus (total) [mg/L]	26-Apr-24	14:03	29-Apr-24	13:36	1.07	2.67
Total Kjeldahl Nitrogen [as N mg/L]	25-Apr-24	19:21	26-Apr-24	13:31	18.0	21.6
Ammonia+Ammonium (N) [as N mg/L]	26-Apr-24	15:53	30-Apr-24	12:50	15.3	13.7
Nitrite (as N) [mg/L]	27-Apr-24	12:40	29-Apr-24	17:55	0.86	
Nitrate (as N) [mg/L]	27-Apr-24	12:40	29-Apr-24	17:55	1.14	
Nitrate + Nitrite (as N) [mg/L]	27-Apr-24	12:40	29-Apr-24	17:55	2.00	
E. Coli [cfu/100mL]	25-Apr-24	16:54	26-Apr-24	15:53	56000	

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Works #: 1418S

Project: PO#017844

16-May-2024

Date Rec. : 09 May 2024 **LR Report: CA12293-MAY24**

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					08-May-24 09:15	08-May-24 09:20
Temperature Upon Receipt [°C]					9.0	9.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	10-May-24	17:28	15-May-24	11:26	9	34
Dissolved Oxygen [mg/L]	09-May-24	17:09	10-May-24	10:30	6.1	
Total Suspended Solids [mg/L]	14-May-24	07:39	15-May-24	16:10	28	107
Alkalinity [mg/L as CaCO3]	10-May-24	08:05	13-May-24	09:44		287
pH [No unit]	10-May-24	08:52	13-May-24	11:40	7.59	7.46
Phosphorus (total) [mg/L]	10-May-24	15:47	13-May-24	12:51	1.19	2.92
Total Kjeldahl Nitrogen [as N mg/L]	10-May-24	17:04	13-May-24	11:42	7.6	18.1
Ammonia+Ammonium (N) [as N mg/L]	10-May-24	20:27	14-May-24	09:44	5.9	14.4
Nitrite (as N) [mg/L]	10-May-24	13:42	16-May-24	14:59	0.70	
Nitrate (as N) [mg/L]	10-May-24	13:42	16-May-24	14:59	4.26	
Nitrate + Nitrite (as N) [mg/L]	10-May-24	13:42	16-May-24	14:59	4.96	
E. Coli [cfu/100mL]	09-May-24	17:25	13-May-24	10:21	44000	



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Works #: 1418S

Project: PO#017844

29-May-2024

Date Rec.: 23 May 2024 **LR Report: CA12719-MAY24**

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					22-May-24 10:00	22-May-24 10:05
Temperature Upon Receipt [°C]					16.0	16.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	24-May-24	14:52	29-May-24	10:43	9	72
Dissolved Oxygen [mg/L]	23-May-24	16:20	24-May-24	09:40	5.1	
Total Suspended Solids [mg/L]	27-May-24	11:13	29-May-24	07:14	23	110
Alkalinity [mg/L as CaCO3]	27-May-24	08:19	27-May-24	15:33		337
pH [No unit]	24-May-24	15:39	27-May-24	15:33	7.43	7.76
Phosphorus (total) [mg/L]	28-May-24	14:49	29-May-24	13:53	1.30	3.85
Total Kjeldahl Nitrogen [as N mg/L]	23-May-24	18:06	24-May-24	14:35	5.5	20.0
Ammonia+Ammonium (N) [as N mg/L]	24-May-24	19:30	28-May-24	07:13	4.0	16.6
Nitrite (as N) [mg/L]	24-May-24	21:30	28-May-24	13:29	0.70	
Nitrate (as N) [mg/L]	24-May-24	21:30	28-May-24	13:29	4.08	
Nitrate + Nitrite (as N) [mg/L]	24-May-24	21:30	28-May-24	13:29	4.78	
E. Coli [cfu/100mL]	23-May-24	16:56	27-May-24	09:52	46000	



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Works #: 1418S

Project: PO#017844

24-June-2024

Date Rec.: 14 June 2024 **LR Report: CA13624-JUN24**

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					13-Jun-24 12:50	13-Jun-24 12:55
Temperature Upon Receipt [°C]					17.0	17.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	14-Jun-24	16:19	24-Jun-24	11:56	11	84
Dissolved Oxygen [mg/L]	14-Jun-24	15:21	17-Jun-24	13:08	5.6	
Total Suspended Solids [mg/L]	17-Jun-24	14:05	19-Jun-24	08:00	25	120
Alkalinity [mg/L as CaCO3]	14-Jun-24	17:09	18-Jun-24	15:30		354
pH [No unit]	18-Jun-24	17:01	19-Jun-24	11:49	7.93	7.81
Phosphorus (total) [mg/L]	14-Jun-24	15:27	21-Jun-24	13:07	0.90	3.65
Total Kjeldahl Nitrogen [as N mg/L]	17-Jun-24	09:28	20-Jun-24	15:56	3.6	18.7
Ammonia+Ammonium (N) [as N mg/L]	14-Jun-24	20:27	18-Jun-24	13:12	2.2	16.8
Nitrite (as N) [mg/L]	17-Jun-24	11:04	20-Jun-24	10:35	1.72	
Nitrate (as N) [mg/L]	17-Jun-24	11:04	20-Jun-24	10:35	5.40	
Nitrate + Nitrite (as N) [mg/L]	17-Jun-24	11:04	20-Jun-24	10:35	7.12	
E. Coli [cfu/100mL]	14-Jun-24	15:45	17-Jun-24	11:19	6400	



Project Specialist, Environment, Health & Safety



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Works #: 1418S

Project: PO#017844

28-June-2024

Date Rec.: 19 June 2024 **LR Report**: **CA14639-JUN24**

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					19-Jun-24 12:45	19-Jun-24 12:50
Temperature Upon Receipt [°C]					9.0	9.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	20-Jun-24	16:54	25-Jun-24	11:54	7	64
Dissolved Oxygen [mg/L]	20-Jun-24	10:37	20-Jun-24	11:24	6.3	
Total Suspended Solids [mg/L]	23-Jun-24	09:20	25-Jun-24	07:52	20	84
Alkalinity [mg/L as CaCO3]	22-Jun-24	11:53	24-Jun-24	10:15		329
pH [No unit]	20-Jun-24	11:53	24-Jun-24	10:15	7.45	7.86
Phosphorus (total) [mg/L]	20-Jun-24	15:08	26-Jun-24	11:07	0.96	3.18
Total Kjeldahl Nitrogen [as N mg/L]	20-Jun-24	16:27	27-Jun-24	09:01	3.7	23.6
Ammonia+Ammonium (N) [as N mg/L]	20-Jun-24	20:05	21-Jun-24	11:17	2.2	19.2
Nitrite (as N) [mg/L]	21-Jun-24	00:48	21-Jun-24	18:00	1.02	
Nitrate (as N) [mg/L]	21-Jun-24	00:48	21-Jun-24	18:00	6.86	
Nitrate + Nitrite (as N) [mg/L]	21-Jun-24	00:48	21-Jun-24	18:00	7.88	
E. Coli [cfu/100mL]	20-Jun-24	17:38	24-Jun-24	12:21	10400	

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Works #: 1418S **Project :** PO#017844

25-June-2024

Date Rec.: 19 June 2024 LR Report: CA14638-JUN24

Copy: #1

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Amm onium (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date			20-Jun-24	23-Jun-24	21-Jun-24	20-Jun-24	20-Jun-24	20-Jun-24	24-Jun-24	20-Jun-24	24-Jun-24	20-Jun-24
2: Analysis Start Time			16:54	09:57	12:15	15:08	16:27	20:05	18:50	22:47	18:50	17:38
3: Analysis Completed Date			25-Jun-24	24-Jun-24	25-Jun-24	21-Jun-24	24-Jun-24	21-Jun-24	25-Jun-24	24-Jun-24	25-Jun-24	24-Jun-24
4: Analysis Completed Time			11:54	14:58	08:45	13:10	11:37	11:17	15:38	10:18	15:39	12:20
5: Well Wel1-Monitoring Well #1 (MW-1)	19-Jun-24 10:19	9.0	< 4	22	20	0.07	4.0	3.2	< 0.03	< 0.06	< 0.06	< 2
6: Well Wel2-Monitoring Well #2 (MW-2)	19-Jun-24 09:05	9.0	< 4	4	1	< 0.03	< 0.5	< 0.1	< 0.03	10.6	10.6	< 2
7: Well Wel4-Monitoring Well #4 (MW-4)	19-Jun-24 08:53	9.0	< 4	11	2	< 0.03	< 0.5	< 0.1	< 0.03	7.50	7.50	< 2
8: Well Wel5-Monitoring Well #5 (MW-5)	19-Jun-24 09:36	9.0	< 4	9	2	0.03	< 0.5	< 0.1	< 0.03	2.09	2.09	< 2
9: Well Wel6-Monitoring Well #6 (MW-6)	19-Jun-24 09:47	9.0	< 4	4	1	< 0.03	< 0.5	< 0.1	< 0.03	0.74	0.74	< 2
10: Well Wel7-Monitoring Well #7 (MW-7)	19-Jun-24 09:55	9.0	< 4	7	2	< 0.03	< 0.5	0.1	< 0.03	< 0.06	< 0.06	< 2
11: Well Wel8-Monitoring Well #8 (MW-8)	19-Jun-24 10:08	9.0	< 4	11	6	< 0.03	2.0	1.8	< 0.3	< 0.06	<0.3	4
12: Well Wel9-Monitoring Well #9 (MW-9)	19-Jun-24 09:17	9.0	< 4	39	10	0.05	1.6	1.3	< 0.03	< 0.06	< 0.06	8
13: Well We10-Monitoring Well #10 (MW-10	19-Jun-24 08:41	9.0	< 4	24	1	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
14: Well We11-Monitoring Well #11 (MW-11	19-Jun-24 10:28	9.0	< 4	16	3	< 0.03	2.2	2.2	0.15	< 0.06	0.15	< 2
15: Well We12-Monitoring Well #12 (MW-12)	19-Jun-24 10:37	9.0	< 4	3	2	< 0.03	< 0.5	< 0.1	< 0.03	1.05	1.05	< 2



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844 LR Report: CA14638-JUN24



Carrie Greenlaw
Project Specialist,
Environment, Health & Safety



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OCWA-Highlands South (Mini Lakes RBC WWTP)

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Fax:

Works #: 1418S **Project :** PO#017844

25-June-2024

Date Rec.: 19 June 2024 **LR Report: CA14640-JUN24**

Copy: #1

Analysis	1: Analysis Start Date	lysis Analysis Start Analysis Analy t Date Time Completed Comp		4: Analysis Completed Time	5: Hold Hld1-SW1-Upgradi ent Background	6: Hold Hld3-SW3-Within Main Pond	7: Hold HId4-SW4-Outlet From Main Pond	8: Hold Hld5-SW5-Upgradi ent Tributaries at County Rd No. 34	9: Hold Hld6-SW6-Outlet From Property
Sample Date & Time					19-Jun-24 10:55	19-Jun-24 11:03	19-Jun-24 11:09	19-Jun-24 11:17	19-Jun-24 11:14
Temperature Upon Receipt [°C]					9.0	9.0	9.0	9.0	9.0
Field pH [no unit]					8.0	8.2	8.0	8.0	8.0
Field Temperature [celcius]					23.5	27.5	28.7	24.3	29.3
Phosphorus (total) [mg/L]	20-Jun-24	15:08	21-Jun-24	13:10	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Total Kjeldahl Nitrogen [as N mg/L]	20-Jun-24	16:27	25-Jun-24	10:41	< 0.5	0.5	< 0.5	< 0.5	0.6
Ammonia+Ammonium (N) [as N mg/L]	20-Jun-24	20:05	21-Jun-24	11:17	< 0.1	< 0.1	< 0.1	< 0.1	< 0.1
Nitrite (as N) [mg/L]	20-Jun-24	22:47	24-Jun-24	10:18	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Nitrate (as N) [mg/L]	20-Jun-24	22:47	24-Jun-24	10:18	0.08	0.14	< 0.06	0.47	< 0.06
Nitrate + Nitrite (as N) [mg/L]	20-Jun-24	22:47	24-Jun-24	10:18	0.08	0.14	< 0.06	0.47	< 0.06
E. Coli [cfu/100mL]	20-Jun-24	17:38	24-Jun-24	12:21	98	12	60	36	16



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Works #: 1418S

Project: PO#017844 LR Report: CA14640-JUN24



Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



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Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

11-July-2024

Date Rec.: 04 July 2024 LR Report: CA13174-JUL24

Copy: #2

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					03-Jul-24 08:30	03-Jul-24 08:35
Temperature Upon Receipt [°C]					19.0	19.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	05-Jul-24	18:08	10-Jul-24	13:48	5	40
Dissolved Oxygen [mg/L]	04-Jul-24	17:22	05-Jul-24	09:54	7.1	
Total Suspended Solids [mg/L]	10-Jul-24	12:45	11-Jul-24	14:51	16	95
Alkalinity [mg/L as CaCO3]	05-Jul-24	08:11	08-Jul-24	11:15		319
pH [No unit]	05-Jul-24	08:11	08-Jul-24	11:15	7.52	7.63
Phosphorus (total) [mg/L]	08-Jul-24	19:28	09-Jul-24	14:18	1.11	3.22
Total Kjeldahl Nitrogen [as N mg/L]	10-Jul-24	17:29	11-Jul-24	13:35	4.9	16.5
Ammonia+Ammonium (N) [as N mg/L]	05-Jul-24	20:48	08-Jul-24	09:09	2.0	11.7
Nitrite (as N) [mg/L]	06-Jul-24	08:08	10-Jul-24	12:41	0.89	
Nitrate (as N) [mg/L]	06-Jul-24	08:08	10-Jul-24	12:41	8.89	
Nitrate + Nitrite (as N) [mg/L]	06-Jul-24	08:08	10-Jul-24	12:41	9.78	
E. Coli [cfu/100mL]	04-Jul-24	18:01	08-Jul-24	12:55	NDOGEC	

NDOGEC - No Data: Overgrown with E. coli





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Works #: 1418S

Project: PO#017844

25-July-2024

Date Rec. : 18 July 2024 LR Report: CA12595-JUL24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn : Don Irvine

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					17-Jul-24 10:18	17-Jul-24 10:24
Temperature Upon Receipt [°C]					13.0	13.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	19-Jul-24	17:02	24-Jul-24	13:32	11	39
Dissolved Oxygen [mg/L]	18-Jul-24	16:36	18-Jul-24	16:37	7.1	
Total Suspended Solids [mg/L]	23-Jul-24	08:22	24-Jul-24	15:19	22	60
Alkalinity [mg/L as CaCO3]	19-Jul-24	13:26	22-Jul-24	15:24		249
pH [No unit]	19-Jul-24	11:26	23-Jul-24	10:00	7.50	7.78
Phosphorus (total) [mg/L]	19-Jul-24	13:25	23-Jul-24	12:55	0.87	1.48
Total Kjeldahl Nitrogen [as N mg/L]	23-Jul-24	16:32	24-Jul-24	13:05	0.8	8.4
Ammonia+Ammonium (N) [as N mg/L]	19-Jul-24	14:34	22-Jul-24	13:12	0.3	7.4
Nitrite (as N) [mg/L]	20-Jul-24	15:51	22-Jul-24	15:08	0.67	
Nitrate (as N) [mg/L]	20-Jul-24	15:51	22-Jul-24	15:08	3.29	
Nitrate + Nitrite (as N) [mg/L]	20-Jul-24	15:51	22-Jul-24	15:08	3.96	
E. Coli [cfu/100mL]	18-Jul-24	16:50	23-Jul-24	06:35	116000	



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Works #: 1418S

Project: PO#017844

09-August-2024

Date Rec.: 01 August 2024 LR Report: CA12002-AUG24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					31-Jul-24 08:55	31-Jul-24 09:00
Temperature Upon Receipt [°C]					17.0	17.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	01-Aug-24	17:37	06-Aug-24	15:24	9	61
Dissolved Oxygen [mg/L]	01-Aug-24	14:29	02-Aug-24	10:02	4.0	
Total Suspended Solids [mg/L]	07-Aug-24	12:09	09-Aug-24	12:58	22	168
Alkalinity [mg/L as CaCO3]	01-Aug-24	16:07	02-Aug-24	11:18		306
pH [No unit]	01-Aug-24	16:07	06-Aug-24	09:42	7.35	7.75
Phosphorus (total) [mg/L]	01-Aug-24	15:48	06-Aug-24	11:42	1.11	4.27
Total Kjeldahl Nitrogen [as N mg/L]	01-Aug-24	17:46	07-Aug-24	13:35	4.2	13.1
Ammonia+Ammonium (N) [as N mg/L]	01-Aug-24	19:07	02-Aug-24	11:29	1.4	10.6
Nitrite (as N) [mg/L]	02-Aug-24	13:37	06-Aug-24	13:38	1.10	
Nitrate (as N) [mg/L]	02-Aug-24	13:37	06-Aug-24	13:38	8.49	
Nitrate + Nitrite (as N) [mg/L]	02-Aug-24	13:37	06-Aug-24	13:38	9.59	
E. Coli [cfu/100mL]	01-Aug-24	14:49	06-Aug-24	11:11	8700	



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Works #: 1418S

Project: PO#017844

22-August-2024

Date Rec.: 15 August 2024 LR Report: CA13795-AUG24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					14-Aug-24 08:55	14-Aug-24 09:00
Temperature Upon Receipt [°C]					15.0	15.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	16-Aug-24	16:51	21-Aug-24	13:30	14	45
Dissolved Oxygen [mg/L]	15-Aug-24	17:47	16-Aug-24	10:53	5.4	
Total Suspended Solids [mg/L]	19-Aug-24	13:00	21-Aug-24	10:17	18	76
Alkalinity [mg/L as CaCO3]	19-Aug-24	08:00	20-Aug-24	10:45		303
pH [No unit]	16-Aug-24	11:23	20-Aug-24	10:45	7.29	7.40
Phosphorus (total) [mg/L]	16-Aug-24	21:56	20-Aug-24	13:24	2.32	1.13
Total Kjeldahl Nitrogen [as N mg/L]	19-Aug-24	16:35	20-Aug-24	14:02	14.1	3.7
Ammonia+Ammonium (N) [as N mg/L]	19-Aug-24	19:06	22-Aug-24	13:40	10.8	1.6
Nitrite (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	0.10	
Nitrate (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	< 0.06	
Nitrate + Nitrite (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	0.10	
E. Coli [cfu/100mL]	15-Aug-24	16:35	19-Aug-24	09:50	3600	





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Works #: 1418S

Project: PO#017844

22-August-2024

Date Rec.: 15 August 2024 LR Report: CA13795-AUG24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					14-Aug-24 08:55	14-Aug-24 09:00
Temperature Upon Receipt [°C]					15.0	15.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	16-Aug-24	16:51	21-Aug-24	13:30	14	45
Dissolved Oxygen [mg/L]	15-Aug-24	17:47	16-Aug-24	10:53	5.4	
Total Suspended Solids [mg/L]	19-Aug-24	13:00	21-Aug-24	10:17	18	76
Alkalinity [mg/L as CaCO3]	19-Aug-24	08:00	20-Aug-24	10:45		303
pH [No unit]	16-Aug-24	11:23	20-Aug-24	10:45	7.29	7.40
Phosphorus (total) [mg/L]	16-Aug-24	21:56	20-Aug-24	13:24	2.32	1.13
Total Kjeldahl Nitrogen [as N mg/L]	19-Aug-24	16:35	20-Aug-24	14:02	14.1	3.7
Ammonia+Ammonium (N) [as N mg/L]	19-Aug-24	19:06	22-Aug-24	13:40	10.8	1.6
Nitrite (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	0.10	
Nitrate (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	< 0.06	
Nitrate + Nitrite (as N) [mg/L]	19-Aug-24	13:45	20-Aug-24	15:04	0.10	
E. Coli [cfu/100mL]	15-Aug-24	16:35	19-Aug-24	09:50	3600	



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Works #: 1418S

Project: PO#017844

05-September-2024

Date Rec.: 29 August 2024 LR Report: CA85140-AUG24

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OCWA-Highlands South (Mini Lakes RBC WWTP)

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					28-Aug-24 08:25	28-Aug-24 08:30
Temperature Upon Receipt [°C]					14.0	14.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	30-Aug-24	15:59	04-Sep-24	13:50	5	55
Dissolved Oxygen [mg/L]	29-Aug-24	16:53	30-Aug-24	09:52	6.1	
Total Suspended Solids [mg/L]	31-Aug-24	08:43	05-Sep-24	09:45	17	70
Alkalinity [mg/L as CaCO3]	30-Aug-24	07:57	30-Aug-24	15:18		331
pH [No unit]	30-Aug-24	13:22	30-Aug-24	15:18	7.46	7.43
Phosphorus (total) [mg/L]	30-Aug-24	15:36	03-Sep-24	12:54	0.95	2.31
Total Kjeldahl Nitrogen [as N mg/L]	31-Aug-24	14:17	04-Sep-24	09:59	3.0	13.7
Ammonia+Ammonium (N) [as N mg/L]	30-Aug-24	17:54	03-Sep-24	14:01	1.6	12.0
Nitrite (as N) [mg/L]	30-Aug-24	14:49	31-Aug-24	10:04	1.21	
Nitrate (as N) [mg/L]	30-Aug-24	14:49	31-Aug-24	10:04	6.35	
Nitrate + Nitrite (as N) [mg/L]	30-Aug-24	14:49	31-Aug-24	10:04	7.56	
E. Coli [cfu/100mL]	29-Aug-24	17:29	30-Aug-24	16:54	4400	



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

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Phone: 519-925-1938 ext. 225

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Works #: 1418S **Project :** PO#017844

19-September-2024

Date Rec.: 11 September 2024 LR Report: CA14454-SEP24

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Amm onium (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date			12-Sep-24	12-Sep-24	12-Sep-24	12-Sep-24	13-Sep-24	12-Sep-24	17-Sep-24	17-Sep-24	17-Sep-24	12-Sep-24
2: Analysis Start Time			16:36	16:06	19:10	15:15	16:22	19:01	00:34	00:34	00:34	10:38
3: Analysis Completed Date			17-Sep-24	13-Sep-24	16-Sep-24	16-Sep-24	17-Sep-24	16-Sep-24	18-Sep-24	18-Sep-24	18-Sep-24	16-Sep-24
4: Analysis Completed Time			11:53	15:22	09:28	11:44	15:05	10:54	16:29	10:56	16:29	08:40
5: Well Wel1-Monitoring Well #1 (MW-1)	11-Sep-24 10:19	12.0	< 4	9	20	0.09	3.8	3.4	< 0.03	< 0.06	< 0.06	< 2
6: Well Wel4-Monitoring Well #4 (MW-4)	11-Sep-24 09:19	12.0	< 4	45	2	< 0.03	< 0.5	< 0.1	< 0.03	3.80	3.80	2
7: Well Wel5-Monitoring Well #5 (MW-5)	11-Sep-24 09:53	12.0	< 4	37	2	0.04	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
8: Well Wel6-Monitoring Well #6 (MW-6)	11-Sep-24 10:00	12.0	< 4	< 2	1	< 0.03	< 0.5	< 0.1	< 0.03	0.73	0.73	< 2
9: Well Wel7-Monitoring Well #7 (MW-7)	11-Sep-24 10:07	12.0	< 4	8	2	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
10: Well Wel8-Monitoring Well #8 (MW-8)	11-Sep-24 10:12	12.0	< 4	69	7	0.08	2.6	2.8	< 0.3	< 0.06	< 0.3	< 2
11: Well Wel9-Monitoring Well #9 (MW-9)	11-Sep-24 09:38	12.0	< 4	56	17	0.12	2.7	2.5	< 0.03	< 0.06	< 0.06	80
12: Well We10-Monitoring Well #10 (MW-10)	11-Sep-24 09:29	12.0	< 4	19	1	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	0
13: Well We11-Monitoring Well #11 (MW-11)	11-Sep-24 10:27	12.0	< 4	20	4	< 0.03	1.4	1.0	0.14	0.12	0.26	< 2
14: Well We12-Monitoring Well #12 (MW-12)	11-Sep-24 10:38	12.0	< 4	10	1	< 0.03	< 0.5	< 0.1	< 0.03	1.71	1.71	< 2

Note: Sample portions for Monitoring Well #5 were visually different; a composite sample was made prior to analysis as per client instructions.



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project : LR Report : PO#017844

CA14454-SEP24





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Works #: 1418S

Project: PO#017844

18-September-2024

Date Rec.: 11 September 2024 LR Report: CA14455-SEP24

Copy: #1

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Attn: Don Irvine

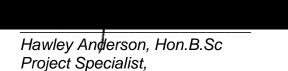
136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					11-Sep-24 08:50	11-Sep-24 08:55
Temperature Upon Receipt [°C]					13.0	13.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	12-Sep-24	16:36	17-Sep-24	11:53	7	65
Dissolved Oxygen [mg/L]	12-Sep-24	10:40	12-Sep-24	11:33	7.3	
Total Suspended Solids [mg/L]	12-Sep-24	16:06	13-Sep-24	12:53	18	90
Alkalinity [mg/L as CaCO3]	12-Sep-24	10:09	13-Sep-24	09:27		306
pH [No unit]	12-Sep-24	10:09	13-Sep-24	09:27	7.40	7.44
Phosphorus (total) [mg/L]	16-Sep-24	14:37	17-Sep-24	13:43	1.00	3.32
Total Kjeldahl Nitrogen [as N mg/L]	17-Sep-24	09:39	18-Sep-24	08:42	3.0	15.0
Ammonia+Ammonium (N) [as N mg/L]	13-Sep-24	20:37	16-Sep-24	10:35	1.7	13.0
Nitrite (as N) [mg/L]	17-Sep-24	00:34	17-Sep-24	09:20	1.22	
Nitrate (as N) [mg/L]	17-Sep-24	00:34	17-Sep-24	09:20	5.48	
Nitrate + Nitrite (as N) [mg/L]	17-Sep-24	00:34	17-Sep-24	09:20	6.70	
E. Coli [cfu/100mL]	12-Sep-24	10:38	16-Sep-24	08:40	10600	



Environment, Health & Safety



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S **Project :** PO#017844

18-September-2024

Date Rec.: 11 September 2024 LR Report: CA14456-SEP24

Copy: #1

Analysis	1:	2:	3:	4:	5:	6:	7:	8:	9:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Hold Hid1-SW1-Upgradi ent Background		Hold-Hid4-SW4-Or tlet From Main Pond	uHold-Hid5-SW5-Up gradient Tributaries at County Rd No. 34	Hold-Hid6-SW6-Ou tlet From Property
Sample Date & Time					11-Sep-24 10:51	11-Sep-24 11:00	11-Sep-24 11:06	11-Sep-24 11:12	11-Sep-24 11:09
Temperature Upon Receipt [°C]					12.0	12.0	12.0	12.0	12.0
Field pH [no unit]					8.0	8.1	8.1	8.2	8.1
Field Temperature [celcius]					16.2	20.7	22.4	19.3	23.1
Phosphorus (total) [mg/L]	16-Sep-24	14:37	17-Sep-24	13:43	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Total Kjeldahl Nitrogen [as N mg/L]	17-Sep-24	09:39	18-Sep-24	08:42	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5
Ammonia+Ammonium (N) [as N mg/L]	13-Sep-24	20:37	16-Sep-24	10:35	< 0.1	0.1	< 0.1	< 0.1	< 0.1
Nitrite (as N) [mg/L]	12-Sep-24	20:03	17-Sep-24	15:35	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Nitrate (as N) [mg/L]	12-Sep-24	20:03	17-Sep-24	15:35	< 0.06	0.06	< 0.06	0.55	< 0.06
Nitrate + Nitrite (as N) [mg/L]	12-Sep-24	20:03	17-Sep-24	15:35	< 0.06	< 0.06	< 0.06	0.55	< 0.06
E. Coli [cfu/100mL]	12-Sep-24	10:38	16-Sep-24	08:41	90	16	36	24	28



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844 LR Report: CA14456-SEP24



		Wa	terworks/Project # 1418	SV						C of	C LIN	IS No	o: '	Ser	0-	13	76	24			15.7%			
		Fac	cility Name Mini Lakes	s WWTP					Nh	Laboi	atory	Sectio			•					Samp	ole con	ndition upon receipt		
		Org	g. # 1418						10		Date F	Rec'd:		SEI	, 7	6 20	<i>L</i> 4		Time I	Rec'd:		_ Initial	s	
		Quo	ote # ched Parameter List	No	Y	'es					78.77	Te	mpera	ture U	pon R	eceipt	16	,17	,17		°C			
		lden	ntification of Regulation under which	the sample(s) fall: No Re	quiremer	nt to R	eport Sar	nple Re	sults Und	ler Any	Regul													
			Requested Turnaround Time:				App. Req'd		24 -48 h							5-7d				7-10d		Other Specify:		Anderson 1837
Address: Telephor	ne:	300 Shel L9V	a Transfer Contact: Melissa Cortes Centennial Road Ilburne, ON 3Z4 -938-6909	Data Tra 300 Cen Shelburr L9V 3Z4 519-938	ennial R e, ON		Melissa (Cortes		300 C Shelb L9V 3 (519)	entenr urne, 0 Z4 925-19	nial Ro DN 038	o Clea oad	n Wat	er Age	ency					185 C Lakef K0L 2 705-6	652-2000	earch Ltd	
Fax:		519-	-925-0322	519-925		739					925-03		ocwa.	com					2/10/2			652-6365 e.greenlaw@sgs.com		
Email:		mcort	tes@ocwa.com	mcortes@e	cwa.com					lapwe.	Sungine	music	OCWA.	COM	Dans	naters					Carrie	Comments		_
Station Acronym	Station Number (Short Name)		Sample Sample Location Name	Date & Time Collected		# of Bottles	Field Total (mg/L)	Eield Free (mg/L)	Combined (mg/L)	CBODs	Total Suspended Solids	Total Phosphorous	Total Ammonia Nitrogen (TAN)	Nitrate-Nitrogen	Nitrite-Nitrogen	ZXF	D.O.	Н	E.Coli	Alkalinity	NH3	Guillione	Upload to MOE	Upload to OCWA
Eff	Eff	-	Final Effluent (Grab)	25/09/2024 -0	912	3				х	х	х	х	x	x	х	х	х					Yes X	Yes X
Eff	Eff	-	Final Effluent (Grab)	25/09/2024-0		1													х				Yes X	Yes X
Raw	Raw	-	Primary Clairfier (Grab)	25/09/2024-0	TAG IN	3				х	х	X				х		х		х	х		Yes X	Yes X
				The state of the s																			Yes X	Yes X
																							Yes	Yes No
																							Yes No	Yes No
																							Yes	Yes No

* Station Acronym: Cell - Cell Contents, Dis - Disinfection, Down - Downstream, Eff Final Effluent, PrBy - Primary Bypass, Raw - Raw Sewage, ScBy Secondary Bypass, Up - Upstream, Well - Monitoring Well, Aer - Aeration, Brs - Biosolids-raw sludge, Bth - Biosolids thickening, Bpd - Biosolids primary
digestion, Bsd - Biosolids sec. digestion, Bps - Biosolids pri super, Bss - Biosolids sec super, Bslq - Biosolids sec super, Bslq - Biosolids sec super, Bslq - Biosolids solids equality, Bsoq - Biosolids solid quality, DAF - Dissolved Air Floatation, Grit - Primary Treatment/Grit, PrEf - Primary Effluent, RAS - Return Activated Studge, SBR - Secondary Treatment/SBRs, Sac - Biosolids spri super, Bslq - Biosolids sec super, Bslq - Biosolids spri sup
Secondary Effluent, TWAS - Thickened Waste Activated Sludge, WAS - Waste Activated Sludge, IndW - Industrial Wastewater, PStn - Pump Stn, Sept - Septage, Lcht - Leachate, PrTr - Primary Treatment, ReAr - Re-aeration, Tert - Tertiary Treatment, Afto - Actiflo, TeBy - Tertiary Bypass, Hold - Holding Tal
CSQ - Combined Sewer Overflow, SSQ - Sanitary Sewer Overflow

Sampler Signature:

Het Randya

Sampler Name:

Revision # 11

Revised: 2021.09.08

608916941685 HC Rtn.



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

02-October-2024

Date Rec.: 26 September 2024 LR Report: CA13764-SEP24

Copy: #2

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					25-Sep-24 09:12	25-Sep-24 09:10
Temperature Upon Receipt [°C]					17.0	17.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	27-Sep-24	16:25	02-Oct-24	11:36	7	65
Dissolved Oxygen [mg/L]	26-Sep-24	16:16	27-Sep-24	09:40	6.4	
Total Suspended Solids [mg/L]	27-Sep-24	14:31	30-Sep-24	14:50	23	139
Alkalinity [mg/L as CaCO3]	27-Sep-24	08:29	27-Sep-24	14:37		304
pH [No unit]	26-Sep-24	20:27	27-Sep-24	14:36	7.60	7.66
Phosphorus (total) [mg/L]	27-Sep-24	15:23	01-Oct-24	12:53	1.18	3.70
Total Kjeldahl Nitrogen [as N mg/L]	27-Sep-24	16:55	30-Sep-24	13:38	3.0	17.3
Ammonia+Ammonium (N) [as N mg/L]	27-Sep-24	18:03	30-Sep-24	13:58	1.7	14.7
Nitrite (as N) [mg/L]	27-Sep-24	16:18	30-Sep-24	09:06	1.56	
Nitrate (as N) [mg/L]	27-Sep-24	16:18	30-Sep-24	09:06	4.76	
Nitrate + Nitrite (as N) [mg/L]	27-Sep-24	16:18	30-Sep-24	09:06	6.32	
E. Coli [cfu/100mL]	26-Sep-24	17:38	30-Sep-24	10:17	NDOGEC	

NDOGEC - No Data: Overgrown with E. coli



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

17-October-2024

Date Rec.: 09 October 2024 LR Report: CA14273-OCT24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					09-Oct-24 08:25	09-Oct-24 08:30
Temperature Upon Receipt [°C]					9.0	9.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	10-Oct-24	17:07	15-Oct-24	15:42	7	64
Dissolved Oxygen [mg/L]	10-Oct-24	09:01	10-Oct-24	13:00	6.7	
Total Suspended Solids [mg/L]	11-Oct-24	14:32	16-Oct-24	10:46	11	73
Alkalinity [mg/L as CaCO3]	10-Oct-24	15:38	11-Oct-24	11:30		326
pH [No unit]	10-Oct-24	17:18	11-Oct-24	11:30	7.40	7.85
Phosphorus (total) [mg/L]	11-Oct-24	14:56	15-Oct-24	09:56	0.91	2.48
Total Kjeldahl Nitrogen [as N mg/L]	10-Oct-24	17:51	11-Oct-24	14:24	2.8	15.6
Ammonia+Ammonium (N) [as N mg/L]	15-Oct-24	19:11	17-Oct-24	14:23	1.7	13.8
Nitrite (as N) [mg/L]	15-Oct-24	13:29	16-Oct-24	08:43	1.18	
Nitrate (as N) [mg/L]	15-Oct-24	13:29	16-Oct-24	08:43	5.84	
Nitrate + Nitrite (as N) [mg/L]	15-Oct-24	13:29	16-Oct-24	08:43	7.02	
E. Coli [cfu/100mL]	10-Oct-24	12:28	15-Oct-24	08:03	9600	



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

29-October-2024

Date Rec.: 23 October 2024 LR Report: CA14680-OCT24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					23-Oct-24 08:25	23-Oct-24 08:30
Temperature Upon Receipt [°C]					12.0	12.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	24-Oct-24	13:47	29-Oct-24	12:50	9	79
Dissolved Oxygen [mg/L]	24-Oct-24	09:54	25-Oct-24	12:26	6.5	
Total Suspended Solids [mg/L]	24-Oct-24	12:37	25-Oct-24	13:38	16	72
Alkalinity [mg/L as CaCO3]	26-Oct-24	12:49	28-Oct-24	11:34		314
pH [No unit]	24-Oct-24	10:42	28-Oct-24	11:34	7.40	7.55
Phosphorus (total) [mg/L]	24-Oct-24	15:33	28-Oct-24	13:38	1.02	3.06
Total Kjeldahl Nitrogen [as N mg/L]	24-Oct-24	16:49	25-Oct-24	12:36	2.7	17.1
Ammonia+Ammonium (N) [as N mg/L]	24-Oct-24	18:46	25-Oct-24	13:09	1.4	12.4
Nitrite (as N) [mg/L]	28-Oct-24	12:52	29-Oct-24	12:26	1.10	
Nitrate (as N) [mg/L]	28-Oct-24	12:52	29-Oct-24	12:26	5.78	
Nitrate + Nitrite (as N) [mg/L]	28-Oct-24	12:52	29-Oct-24	12:26	6.88	
E. Coli [cfu/100mL]	24-Oct-24	10:24	28-Oct-24	08:43	16500	





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

12-November-2024

Date Rec.: 06 November 2024 LR Report: CA14022-NOV24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					06-Nov-24 11:50	06-Nov-24 11:55
Temperature Upon Receipt [°C]					8.0	8.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	07-Nov-24	13:42	12-Nov-24	10:42	13	95
Dissolved Oxygen [mg/L]	07-Nov-24	10:05	07-Nov-24	10:48	6.1	
Total Suspended Solids [mg/L]	07-Nov-24	15:28	11-Nov-24	13:53	24	80
Alkalinity [mg/L as CaCO3]	07-Nov-24	09:50	08-Nov-24	13:35		352
pH [No unit]	07-Nov-24	14:29	08-Nov-24	13:35	7.46	7.43
Phosphorus (total) [mg/L]	07-Nov-24	15:16	08-Nov-24	14:39	1.21	3.75
Total Kjeldahl Nitrogen [as N mg/L]	08-Nov-24	17:35	11-Nov-24	10:52	2.7	22.2
Ammonia+Ammonium (N) [as N mg/L]	07-Nov-24	19:20	08-Nov-24	13:01	1.2	18.5
Nitrite (as N) [mg/L]	07-Nov-24	17:43	08-Nov-24	15:52	1.40	
Nitrate (as N) [mg/L]	07-Nov-24	17:43	08-Nov-24	15:52	6.13	
Nitrate + Nitrite (as N) [mg/L]	07-Nov-24	17:43	08-Nov-24	15:52	7.53	
E. Coli [cfu/100mL]	07-Nov-24	12:23	08-Nov-24	15:19	14000	





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

26-November-2024

Date Rec.: 21 November 2024 LR Report: CA12628-NOV24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					20-Nov-24 09:00	20-Nov-24 09:05
Temperature Upon Receipt [°C]					10.0	10.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	21-Nov-24	13:42	26-Nov-24	10:35	15	81
Dissolved Oxygen [mg/L]	21-Nov-24	15:46	22-Nov-24	10:01	6.0	
Total Suspended Solids [mg/L]	22-Nov-24	13:25	26-Nov-24	10:24	22	108
Alkalinity [mg/L as CaCO3]	22-Nov-24	08:01	22-Nov-24	15:40		307
pH [No unit]	21-Nov-24	15:31	22-Nov-24	15:40	7.42	7.42
Phosphorus (total) [mg/L]	25-Nov-24	16:30	26-Nov-24	13:59	1.27	4.14
Total Kjeldahl Nitrogen [as N mg/L]	22-Nov-24	16:50	25-Nov-24	10:38	4.3	15.7
Ammonia+Ammonium (N) [as N mg/L]	22-Nov-24	22:02	25-Nov-24	09:51	2.2	12.7
Nitrite (as N) [mg/L]	21-Nov-24	18:10	22-Nov-24	14:57	1.66	
Nitrate (as N) [mg/L]	21-Nov-24	18:10	22-Nov-24	14:57	6.51	
Nitrate + Nitrite (as N) [mg/L]	21-Nov-24	18:10	22-Nov-24	14:57	8.17	
E. Coli [cfu/100mL]	21-Nov-24	16:23	25-Nov-24	08:39	42000	





Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S **Project :** PO#017844

11-December-2024

Date Rec.: 04 December 2024 LR Report: CA14239-DEC24

Copy: #1

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Amm onium (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date			05-Dec-24	06-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24
2: Analysis Start Time			15:49	07:45	12:31	15:42	16:56	22:05	15:12	15:12	15:12	12:40
3: Analysis Completed Date			10-Dec-24	09-Dec-24	09-Dec-24	09-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	09-Dec-24
4: Analysis Completed Time			12:35	11:05	14:02	10:08	12:36	11:31	16:48	16:48	16:48	08:35
5: Well Wel2-Monitoring Well #1 (MW-1)	04-Dec-24 12:00	6.0	< 4	38	23	0.10	6.1	5.2	< 0.3	< 0.06	<0.3	< 2
6: Well Wel4-Monitoring Well #4 (MW-4)	04-Dec-24 09:50	6.0	< 4	10	1	< 0.03	< 0.5	< 0.1	< 0.03	4.46	4.46	< 2
7: Well Wel5-Monitoring Well #5 (MW-5)	04-Dec-24 10:10	6.0	< 4	2	1	< 0.03	< 0.5	< 0.1	< 0.03	0.31	0.31	< 2
8: Well Wel6-Monitoring Well #6 (MW-6)	04-Dec-24 10:20	6.0	< 4	< 2	1	< 0.03	< 0.5	< 0.1	< 0.03	0.95	0.95	< 2
9: Well Wel7-Monitoring Well #7 (MW-7)	04-Dec-24 10:50	6.0	< 4	< 2	2	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
10: Well Wel8-Monitoring Well #8 (MW-8)	04-Dec-24 11:10	6.0	< 4	24	5	0.07	1.6	1.2	< 0.03	< 0.06	< 0.06	< 2
11: Well Wel9-Monitoring Well #9 (MW-9)	04-Dec-24 12:15	6.0	< 4	17	12	0.04	1.4	0.6	< 0.03	< 0.06	< 0.06	< 2
12: Well We10-Monitoring Well #10 (MW-10)	04-Dec-24 09:10	6.0	< 4	6	1	< 0.03	< 0.5	< 0.1	< 0.03	0.11	0.11	< 2
13: Well We11-Monitoring Well #11 (MW-11)	04-Dec-24 11:30	6.0	< 4	437	5	0.04	2.1	1.8	< 0.03	< 0.06	< 0.06	< 2
14: Well We12-Monitoring Well #12 (MW-12)	04-Dec-24 11:45	6.0	< 4	6	1	< 0.03	< 0.5	< 0.1	< 0.03	0.78	0.78	< 2



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project : LR Report : PO#017844

CA14239-DEC24



Project Specialist, Environment, Health & Safety



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S **Project :** PO#017844

09-December-2024

Date Rec.: 04 December 2024 LR Report: CA14240-DEC24

Copy: #1

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Hold Hld1-SW1-Upgradi ent Background	6: Hold-Hld3-SW3-Wi thin Main Pond	7: Hold-Hid4-SW4-O tlet From Main Pond	8: u Hold Hld5-SW5-Upgradi ent Tributaries at County Rd No. 34	9: Hold HId6-SW6-Outlet from Property
Sample Date & Time					04-Dec-24 12:30	04-Dec-24 12:45	04-Dec-24 13:00	04-Dec-24 13:15	04-Dec-24 13:10
Temperature Upon Receipt [°C]					5.0	5.0	5.0	5.0	5.0
Field pH [no unit]					7.7	8.5	8.4	8.6	8.3
Field Temperature [celcius]					4.1	3.6	1.2	1.1	0.2
Phosphorus (total) [mg/L]	05-Dec-24	15:42	06-Dec-24	10:30	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Total Kjeldahl Nitrogen [as N mg/L]	05-Dec-24	16:56	06-Dec-24	12:36	< 0.5	0.6	0.8	< 0.5	0.5
Ammonia+Ammonium (N) [as N mg/L]	05-Dec-24	18:59	06-Dec-24	11:31	< 0.1	0.2	0.4	< 0.1	0.1
Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Nitrate (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	0.08	0.23	0.17	0.64	0.12
Nitrate + Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	0.08	0.23	0.17	0.64	0.12
E. Coli [cfu/100mL]	05-Dec-24	12:42	09-Dec-24	08:38	2	< 2	< 2	14	< 2



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project : LR Report : PO#017844

CA14240-DEC24

0003953897





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

12-December-2024

Date Rec.: 04 December 2024 LR Report: CA14238-DEC24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					04-Dec-24 11:30	04-Dec-24 11:35
Temperature Upon Receipt [°C]					6.0	6.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	05-Dec-24	15:49	10-Dec-24	12:35	17	87
Dissolved Oxygen [mg/L]	05-Dec-24	10:29	05-Dec-24	15:37	5.5	
Total Suspended Solids [mg/L]	05-Dec-24	10:33	06-Dec-24	15:10	23	89
Alkalinity [mg/L as CaCO3]	06-Dec-24	80:80	06-Dec-24	14:33		358
pH [No unit]	06-Dec-24	80:80	11-Dec-24	16:13	7.39	7.53
Phosphorus (total) [mg/L]	05-Dec-24	15:42	06-Dec-24	10:30	1.55	3.92
Total Kjeldahl Nitrogen [as N mg/L]	05-Dec-24	16:56	09-Dec-24	13:38	14.2	27.8
Ammonia+Ammonium (N) [as N mg/L]	05-Dec-24	18:59	10-Dec-24	14:55	12.3	23.3
Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	2.24	
Nitrate (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	6.47	
Nitrate + Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	8.71	
E. Coli [cfu/100mL]	05-Dec-24	12:42	09-Dec-24	08:38	64000	



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

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Project: PO#017844

31-December-2024

Works #: 1418S

Date Rec.: 19 December 2024 LR Report: CA13707-DEC24

Copy: #1

OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent	6: Raw Raw-Primary Clairfier Grab
Sample Date & Time					18-Dec-24 08:50	18-Dec-24 09:00
Temperature Upon Receipt [°C]					7.0	7.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	19-Dec-24	13:49	24-Dec-24	10:48	20	91
Dissolved Oxygen [mg/L]	19-Dec-24	16:00	20-Dec-24	11:32	4.2	
Total Suspended Solids [mg/L]	20-Dec-24	08:22	23-Dec-24	08:25	29	87
Alkalinity [mg/L as CaCO3]	20-Dec-24	08:00	20-Dec-24	14:33		375
pH [No unit]	20-Dec-24	14:43	23-Dec-24	11:23	7.43	7.33
Phosphorus (total) [mg/L]	20-Dec-24	21:31	23-Dec-24	10:37	1.33	3.56
Total Kjeldahl Nitrogen [as N mg/L]	20-Dec-24	17:02	30-Dec-24	15:56	16.4	29.5
Ammonia+Ammonium (N) [as N mg/L]	19-Dec-24	21:55	23-Dec-24	11:25	14.0	25.5
Nitrite (as N) [mg/L]	20-Dec-24	06:39	23-Dec-24	14:17	1.79	
Nitrate (as N) [mg/L]	20-Dec-24	06:39	23-Dec-24	14:17	6.95	
Nitrate + Nitrite (as N) [mg/L]	20-Dec-24	06:39	23-Dec-24	14:17	8.75	
E. Coli [cfu/100mL]	19-Dec-24	15:58	23-Dec-24	09:05	70000	

Carrie Greenlaw Project Specialist,

Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project: PO#017844

08-January-2025

Date Rec.: 30 December 2024 LR Report: CA14821-DEC24

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OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Eff Eff-Final Effluent (Grab)	6: Raw Raw-Primary Clairfier (Grab)
Sample Date & Time					30-Dec-24 12:20	30-Dec-24 12:40
Temperature Upon Receipt [°C]					8.0	8.0
Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L]	31-Dec-24	15:28	06-Jan-25	14:40	28	150
Dissolved Oxygen [mg/L]	31-Dec-24	09:29	31-Dec-24	11:37	7.5	
Total Suspended Solids [mg/L]	31-Dec-24	08:47	02-Jan-25	13:51	29	94
Alkalinity [mg/L as CaCO3]	02-Jan-25	08:45	02-Jan-25	14:37		345
pH [No unit]	31-Dec-24	13:47	02-Jan-25	11:57	7.46	7.65
Phosphorus (total) [mg/L]	02-Jan-25	15:54	03-Jan-25	10:59	1.80	3.60
Total Kjeldahl Nitrogen [as N mg/L]	02-Jan-25	17:38	07-Jan-25	10:12	19.7	32.3
Ammonia+Ammonium (N) [as N mg/L]	02-Jan-25	21:29	07-Jan-25	15:34	17.1	27.2
Nitrite (as N) [mg/L]	31-Dec-24	18:37	02-Jan-25	13:49	0.86	
Nitrate (as N) [mg/L]	31-Dec-24	18:37	02-Jan-25	13:49	3.74	
Nitrate + Nitrite (as N) [mg/L]	31-Dec-24	18:37	02-Jan-25	13:49	4.60	
E. Coli [cfu/100mL]	31-Dec-24	10:49	02-Jan-25	10:42	84000	



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Attn: Don Irvine

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Works #: 1418S **Project :** PO#017844

11-December-2024

Date Rec.: 04 December 2024 LR Report: CA14239-DEC24

Copy: #1

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Carbonaceous Biochemical Oxygen Demand (CBOD5) mg/L	Total Suspended Solids mg/L	Dissolved Organic Carbon mg/L	Phosphorus (total) mg/L	Total Kjeldahl Nitrogen as N mg/L	Ammonia+Amm onium (N) as N mg/L	Nitrite (as N) mg/L	Nitrate (as N) mg/L	Nitrate + Nitrite (as N) mg/L	E. Coli cfu/100mL
1: Analysis Start Date			05-Dec-24	06-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24	05-Dec-24
2: Analysis Start Time			15:49	07:45	12:31	15:42	16:56	22:05	15:12	15:12	15:12	12:40
3: Analysis Completed Date			10-Dec-24	09-Dec-24	09-Dec-24	09-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	06-Dec-24	09-Dec-24
4: Analysis Completed Time			12:35	11:05	14:02	10:08	12:36	11:31	16:48	16:48	16:48	08:35
5: Well Wel2-Monitoring Well #1 (MW-1)	04-Dec-24 12:00	6.0	< 4	38	23	0.10	6.1	5.2	< 0.3	< 0.06	<0.3	< 2
6: Well Wel4-Monitoring Well #4 (MW-4)	04-Dec-24 09:50	6.0	< 4	10	1	< 0.03	< 0.5	< 0.1	< 0.03	4.46	4.46	< 2
7: Well Wel5-Monitoring Well #5 (MW-5)	04-Dec-24 10:10	6.0	< 4	2	1	< 0.03	< 0.5	< 0.1	< 0.03	0.31	0.31	< 2
8: Well Wel6-Monitoring Well #6 (MW-6)	04-Dec-24 10:20	6.0	< 4	< 2	1	< 0.03	< 0.5	< 0.1	< 0.03	0.95	0.95	< 2
9: Well Wel7-Monitoring Well #7 (MW-7)	04-Dec-24 10:50	6.0	< 4	< 2	2	< 0.03	< 0.5	< 0.1	< 0.03	< 0.06	< 0.06	< 2
10: Well Wel8-Monitoring Well #8 (MW-8)	04-Dec-24 11:10	6.0	< 4	24	5	0.07	1.6	1.2	< 0.03	< 0.06	< 0.06	< 2
11: Well Wel9-Monitoring Well #9 (MW-9)	04-Dec-24 12:15	6.0	< 4	17	12	0.04	1.4	0.6	< 0.03	< 0.06	< 0.06	< 2
12: Well We10-Monitoring Well #10 (MW-10)	04-Dec-24 09:10	6.0	< 4	6	1	< 0.03	< 0.5	< 0.1	< 0.03	0.11	0.11	< 2
13: Well We11-Monitoring Well #11 (MW-11)	04-Dec-24 11:30	6.0	< 4	437	5	0.04	2.1	1.8	< 0.03	< 0.06	< 0.06	< 2
14: Well We12-Monitoring Well #12 (MW-12)	04-Dec-24 11:45	6.0	< 4	6	1	< 0.03	< 0.5	< 0.1	< 0.03	0.78	0.78	< 2

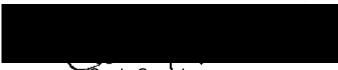


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Works #: 1418S

Project : LR Report : PO#017844

CA14239-DEC24





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OCWA-Highlands South (Mini Lakes RBC WWTP)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 1418S **Project :** PO#017844

09-December-2024

Date Rec.: 04 December 2024 LR Report: CA14240-DEC24

Copy: #1

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Hold Hld1-SW1-Upgradi ent Background	6: Hold-Hld3-SW3-Wi thin Main Pond	7: Hold-Hid4-SW4-O tlet From Main Pond	8: u Hold Hld5-SW5-Upgradi ent Tributaries at County Rd No. 34	9: Hold HId6-SW6-Outlet from Property
Sample Date & Time					04-Dec-24 12:30	04-Dec-24 12:45	04-Dec-24 13:00	04-Dec-24 13:15	04-Dec-24 13:10
Temperature Upon Receipt [°C]					5.0	5.0	5.0	5.0	5.0
Field pH [no unit]					7.7	8.5	8.4	8.6	8.3
Field Temperature [celcius]					4.1	3.6	1.2	1.1	0.2
Phosphorus (total) [mg/L]	05-Dec-24	15:42	06-Dec-24	10:30	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Total Kjeldahl Nitrogen [as N mg/L]	05-Dec-24	16:56	06-Dec-24	12:36	< 0.5	0.6	0.8	< 0.5	0.5
Ammonia+Ammonium (N) [as N mg/L]	05-Dec-24	18:59	06-Dec-24	11:31	< 0.1	0.2	0.4	< 0.1	0.1
Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03
Nitrate (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	0.08	0.23	0.17	0.64	0.12
Nitrate + Nitrite (as N) [mg/L]	05-Dec-24	13:39	06-Dec-24	13:06	0.08	0.23	0.17	0.64	0.12
E. Coli [cfu/100mL]	05-Dec-24	12:42	09-Dec-24	08:38	2	< 2	< 2	14	< 2



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 1418S

Project : LR Report : PO#017844

CA14240-DEC24

0003953897





May 2, 2025 Project No. 2401169/199024

Township of Puslinch RR3, 7404 Wellington Road 34 Guelph, ON N1H 6H9 Attn. Ms. Courtenay Hoytfox

Re: 2024 Annual Operations and Maintenance Report for the Water Treatment System
Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes Community)
Wellington County Road 34, Puslinch, ON

Dear Ms. Hoytfox:

As requested, GEI Consultants Canada Ltd. has reviewed the "2024 Annual Operations and Maintenance Report for the Water Treatment System" (annual report) prepared by the Ontario Clean Water Agency (OCWA) for the Wellington Common Elements Condominium Corporation (WCECC) No. 214, dated February 25, 2025. The annual report was prepared in accordance with the reporting requirements outlined in Drinking Water Systems Ontario Regulation (O. Reg.) 170/03, Section 11 and as required by the 2014 Operations and Maintenance agreement between WCECC No. 214 and the Township of Puslinch.

The system was previously operated and maintained by American Water Canada Corporation (AWC) up to September 30, 2017. As of October 2017, the operation and maintenance contractor for the system has changed to OCWA.

1.0 Drinking Water System Description

The drinking water system servicing the Mini Lakes Community is classified as a Non-Municipal Year-Round Residential System under O. Reg. 170/03.

The drinking water system consists of three (3) non-GUDI groundwater production wells located within dedicated pump houses, each with a dedicated treatment system. Treatment includes primary disinfection using 6% sodium hypochlorite with contact time, multi-media filtration (MMF) and pressure retention tanks prior to being discharged to the distribution system. Pressure retention tanks limit pump cycling and assist with maintaining consistent service pressures in the distribution system. The distribution system is comprised of primarily 50 mm PVC watermain and consists of three (3) interconnected zones, with 260 service connections servicing approximately 450 people. 31 services are in place for future development, although to date building permits have only been issued for model homes. There are six (6) sampling stations within the distribution system, with one (1) additional sampling station planned for future installation. Residual chlorine from the primary disinfection process

2024 Annual Operations and Maintenance Report for the Water Treatment System Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes Community) Wellington County Road 34, Puslinch, ON May 2, 2025

is maintained at a sufficient concentration to provide secondary disinfection throughout the distribution system.

An additional well is present on site; however, it is currently offline and is designated for non-potable use, therefore it is not part of the communal drinking water system.

2.0 Water Usage

All three well sites are equipped with electronic flow meters which record totalized flow leaving the station. For all wells, the maximum flow recorded was less than the maximum daily water taking permitted by the Permit to Take Water (PTTW).

Table 1. Groundwater Well System

Well/Pump	Maximum Permitted Flow (m³/day)	Maximum Water Taking (m³/day)
PW-1	146.88	109.80
PW-2	196.56	96.90
PW-3	319.68	173.40

The monthly average flows from PW-1 were higher than previous years from Jan to September 2024, with significantly higher water takings in the summer months compared to previous years. From September to December 2024, monthly average flows returned to typical levels for that time of year. Regardless of this, the daily water taking always remained below the maximum permitted flow rate for PW-1 throughout 2024. Maximum water taking was also below the maximum permitted flow for both PW-2 and PW-3 throughout 2024.

Based on the results reported, there is no concern with the available capacity to service the additional service connections for the development.

3.0 Sampling and Testing Results

The reported sampling and testing undertaken during the 2024 reporting period is summarized below:

- Microbiological testing of raw and distribution water was completed in accordance with the sampling frequencies identified in Schedule 11 of O. Reg. 170/03. There were no non-compliances reported for 2024 for the raw and distribution water system. The reported levels of E. coli and Total Coliforms were reported below the Ontario Drinking Water Quality Standards (ODWQS) for these parameters (i.e. 0 colony forming units (CFUs)).
- Based on the reported sampling of the distribution system water for Heterotrophic Plate Count (HPC), there were nine (9) detections of this microbiological parameter measured in the distribution system (across all three zones) in 2024. The highest HPC level detected was in Zone 1 in August with a value of 2 CFU/ml. Q3 reports for 2024 indicate a high detection of 2 CFU/mL in Zone 1 and Zone 3 in August 2024, in addition to one other detection in Zone 1 in September. This indicates that the magnitude and frequency of occurrence of detections may continue to increase in 2025. There is no standard for these parameters identified in the Ministry of the

May 2, 2025

Environment, Conservation and Parks (MECP)/Health Canada guidelines. The presence of HPC is used as an indicator parameter for the overall water quality in drinking water systems but as reported by OCWA, these detections should not be used as an indicator of adverse human health effects. Trends in HPC detections are generally used as indicators of changes in general raw or treated distribution system water quality. Lower HPC is linked to better maintenance of the distribution system. HPC levels should be closely monitored and discussed further in future reports.

- Chlorine residual monitoring in the distribution system was undertaken in accordance with the requirements of O. Reg 170/03. Chlorine residuals were above the minimum requirements of 0.05 mg/L across all zones throughout 2024.
- **Turbidity** testing of the raw water sources was completed once monthly in accordance with Schedule 7 of O. Reg 170/03. Turbidity results of the raw well water samples were below the aesthetic objective of 5 NTU throughout 2024. All samples were below 1 NTU.
- Testing for nitrates and nitrites in pre-distribution water was completed in accordance with the sampling frequencies identified in Schedule 13 of O. Reg. 170/03. No non-compliances were identified. The reported nitrate and nitrite concentrations are reported well below the ODWQS for these parameters.
- Testing for **fluoride** in treated water accordance with Schedule 13 of O. Reg. 170/03 was last completed on July 16, 2020, and will be tested during 2025. The fluoride level was below the maximum acceptable concentration for all three wells in 2020.
- Testing for sodium in treated water in accordance with Schedule 13 of O. Reg. 170/03 was last completed on February 5, 2021. Sodium levels were found to be below the Maximum Acceptable Concentration (MAC) across all three wells for the testing event in 2021. The next sodium sampling will be collected during 2025.
- Testing for **lead** in the distribution system in accordance with Schedule 15.1 of O. Reg. 170/03 is conducted based on reduced sampling frequency (i.e., every three (3) years) as permitted based on the results of historical sampling in accordance with O. Reg. 170/03. The testing was last completed in 2022 and is scheduled to be completed again in 2025.
- Alkalinity and pH testing was conducted in the water distribution system during two (2) events in 2024 in April and July. Alkalinity levels are reported as above the Health Canada recommended level for alkalinity (80-100 mg/L as calcium carbonate (CaCO3)), however the levels reported pose no threat to human consumption, and are below 500 mg/L, which is considered the limit for acceptability for domestic uses. Elevated alkalinity levels are expected based on the raw water source being groundwater as opposed to surface water. The pH of the distribution system was reported as stable and within the acceptable range for drinking water (6.5-8.5).
- Testing for inorganic parameters in accordance with Schedule 23 of O. Reg. 170/03 and organic parameters in accordance with Schedule 24 of O. Reg. 170/03 in treated water were not required during the reporting period, with previous testing completed in February 2021, and testing to be completed as least once every five (5) years. All of the parameters in all three pumphouses in 2021 were found to be well under the Maximum Allowable Concentration (MAC) and Aesthetic Objective (AO)/Operational Guideline (OG), with more than 70% of parameters below the Minimum Detection Limit (MDL).

2024 Annual Operations and Maintenance Report for the Water Treatment System Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes Community) Wellington County Road 34, Puslinch, ON

May 2, 2025

- As reported, no additional testing was required during the reporting period as part of an approval, order or other legal instrument.
- No inspections by MECP or other regulatory agencies were conducted during 2024 at the site. The last MECP inspection was in November 2016.

4.0 System Expenditures and Maintenance Activities

No major expenditures and repairs were completed in 2024. Routine operation and maintenance tasks, calibrations, and minor repairs and replacements, were completed.

The annual report identifies two recommendations for major capital and operating Improvements (as per a 2017/2018 Condition Assessment Report) that were still outstanding or cancelled as of the end of 2024. These include the installation of emergency standby power and upgrading the fire protection system to include fire hydrants and sufficient fire storage.

In 2024, several upgrades and repairs considered to be minor were completed, including the replacement of the motor and pump for Well 1. New wells (Well 1 and Well 2) were drilled, with shutdowns of Well 1 and Well 2 during the process. Analyzers were replaced in all three wells, followed by pump testing of the two new wells. Additional work included repairing the conduit supplying power to well 1, rebuilding a piping section in well house 3, and addressing a water service break at 15 Water Street.

5.0 Reporting Requirements

Requirements to provide copies of the annual report are described in O. Reg. 170/03, section 11. Reporting requirements for the system are summarized below:

- The communal system does not serve any designated facilities; accordingly, there are no
 interested authorities.
- The drinking water system does not supply any other drinking water systems.
- The report will be available for viewing at the office of Wellington Common Elements Condominium Corporation # 214.
- A copy of the annual report will be provided via public request.
- No exceedances or non-compliances occurred during the reporting period and therefore no reports were made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16.

All reporting requirements under O. Reg 170/03 have been satisfied.

2024 Annual Operations and Maintenance Report for the Water Treatment System Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes Community) Wellington County Road 34, Puslinch, ON May 2, 2025

6.0 Summary and Recommendations

Based on the information provided in the 2024 annual report by OCWA for the Mini Lakes water treatment system, we are satisfied based on the information provided that the system was operated in compliance with O. Reg. 170/03 during the reporting period.

We request that future reports continue to update on the progress of recommended works, and capital and operating improvements, as well as provide close monitoring of HPC levels in 2025.

We trust this is sufficient for your requirements. If you have any questions, please do not hesitate to contact us.

Sincerely,

GEI Consultants

Andrea Reed, P.Eng. Project Engineer

AR/hb

B:\Working\PUSLINCH ON, TWP OF\2401169 - 199024 Mini Lakes Sewage Treatment Plant\2024\2401169 - Mini Lakes 2024 Annual Monitoring Report Water System - 2025-05-02.docx



Wellington Common Elements Condominium Corporation #214 (WCECC #214)

2024 Annual Operations and Maintenance Report for the Water Treatment System

SUBMITTED BY

Ontario Clean Water Agency 2085 Hurontario Street, Suite 500 Mississauga, ON L5A 4G1

Date: February 24, 2025

Project No: WELCOY1417-1816

Rev: 01



Revision History

REV. NO.	DATE	PREPARED BY:	APPROVED BY:	DESCRIPTION
0	Feb 20, 2024	Jose Casal, P.Eng., PMP		Draft for Ops review
1	Feb 24, 2024	Feb 24, 2024 Jose Casal, P.Eng., PMP		Final



OCWA Signatures

Report prepared by:	
	Jose Casal, P.Eng., PMP Senior Specialist / Project Manager
Report reviewed by:	

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Appendix A: Permit to Take Water (7137-AG7SV2)

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1 Introduction

The Ontario Clean Water Agency (OCWA) was contracted by the Wellington Common Elements Condominium Corporation #214 (WCECC #214) to prepare an Annual Operations and Maintenance Report for the Mini Lakes Water Treatment System (WTS) as required by the 2014 Operations and Maintenance agreement between WCECC#214 and the Township of Puslinch.

This report includes the following:

- A summary of the sampling and test results for the drinking water system,
- A summary of the daily water volumes pumped from each well,
- A list of equipment or components scheduled for replacement,
- A list of recommendations for capital and operational improvements,
- A list of operating issues/problems encountered during the year and repairs made to the WTS,
- A copy of the Operations and Maintenance Contract for the following year.

2 Drinking Water System Description

The Mini Lakes community is located on Wellington County Road #34 directly northeast of Aberfolye in the Township of Puslinch. At present, there is an Operation & Maintenance Agreement between Wellington Common Elements Condominium Corporation #214 (Mini Lakes) and the Township of Puslinch to ensure the general requirements for operation and maintenance, repair and replacement of the WTS are met.

In October 2017, the Mini Lakes Board retained the Ontario Clean Water Agency (OCWA) as the Operating authority to operate and maintain the WTS. It should be noted that, American Water Canada Corporation (AWC) was the operating authority at the site until September 30, 2017.

The system currently operates under the following licenses/permits as shown in Table 2-1:

Table 2-1: Mini Lake WTS Permit Information

PERMITS	REVISION INFORMATION
Permit to Take Water (PTTW)	No. 7137-AG7SV2 issued Dec 7, 2016 (Appendix A)
Municipal Drinking Water License (MDWL)	Not Applicable
Drinking Water Works Permit (DWWP)	Not Applicable

Based on the provisions made in O.Reg. 170/03 (as amended by O. Reg. 246/06) under the Safe Drinking Water Act, Mini Lakes WTS is classified as "Non-Municipal Year-Round Residential System". As such, Mini Lakes WTS must comply with the following schedules as shown in Table 2-2:



Table 2-2: Applicable Schedules to Mini Lake WTS

SYSTEM	APPLICABLE SCHEDULE	SCHEDULE					
	Treatment	Schedule 2: Treatment equipment					
	Treatment	Schedule 3: Point of entry treatment					
		Schedule 6: Operational checks, sampling and testing — general					
		Schedule 8: Maintenance and operational checks					
	Operational Checks, Sampling and Testing _	Schedule 11: Microbiological sampling and testing					
Non- Municipal		Schedule 13: Chemical sampling and testing					
Year-Round		Schedule 15.1: Lead					
Residential System		Schedule 16: Reporting adverse test results and other problems					
,	Adverse Test Results and Other Problems	Schedule 18: Corrective action					
		Schedule 19: Warning notice of potential problems					
·	Reports	Schedule 21: Engineering evaluation reports					
•	Chamical Tasting Davamators	Schedule 23: Inorganic parameters					
	Chemical Testing Parameters	Schedule 24:Organic parameters					

2.1 Raw Water Source

The Mini Lakes WTS is comprised of four groundwater production wells (PW1, PW2, PW3 and PW4), as described in the PTTW. However, PW4 is currently offline and not connected to any of the three pump houses, thus is not considered part of the drinking water system. Table 2-3: summarizes information about the existing groundwater well system at Mini Lakes.

Table 2-3: Groundwater Well System

WELL	LOCATION	WELL DEPTH (m)	WELL PUMP CAPACITY (L/min)	MAX. TAKEN PER MINUTE (L/min)	PTTW NUM. OF HRS TAKEN PER DAY	DAILY VOLUME LIMIT (L/day)
PW1	Within Pumphouse 1 (PH1) at the Northwest corner of the intersection of Ash Ave. and Lakeshore Dr.	54.9	90	136	24	146,880
PW2	Adjacent to Trillium Beach Drive, approximately 20 m west of Pumphouse 2 (PH2), which is at the northwest end of Cedarbush Cres.	48.2	136	182	24	196,560
PW3	Located within pump house 3 (PH3) at the northeast comer of the intersection of Bullfrog Drive and Water Street.	39.6	222	222	24	319,680



2.2 Treatment Facilities

Three water treatment facilities (pumphouses) provide treatment to the raw groundwater taken from the existing production wells. Each of the three pumphouses features an identical treatment process with only minor variations in size or number of equipment units. Each pumphouse is composed of a well pump (submersible pump), primary disinfection using sodium hypochlorite, multi-media filtration (MMF) tanks and pressure retention tanks (PRT). Figure 2-1 illustrates the treatment process.



Figure 2-1: Process Flow Diagram

The well pumps are each controlled by a pressure switch located on the discharge side of the treatment system. When the pressure drops below the low-pressure setting at the switch, the well pump turns ON. Conversely, when the pressure reaches the high-pressure switch setting, the pump turns OFF. Table 2-4 provides a description of the existing pumphouse system.

It should be noted, that the level of treatment provided by the three pump houses complies with the requirements stated under Schedules 2 and 3 of O.Reg 170/03.

Table 2-4: Treatment System (Pump houses) Description

PUMP HOUSE	LOCATION	TREATMENT PROCESS DESCRIPTION	DISTRIBUTION SYSTEM ZONE
1	Northwest corner of the intersection of Ash Ave. and Lakeshore Dr.	Raw water from PW1 is treated in PH1. Raw water is injected with 6% sodium hypochlorite, after which the water passes through a 10.5 m contact pipe to allow for sufficient primary disinfection Contact Time (CT). Free chlorine residual is monitored via a continuous alarm chlorine analyzer. After primary disinfection, the water is filtered using a multi-media filtration (MMF) system for aesthetic improvement (Iron and Manganese removal). Multiple MMF units are installed in parallel to provide sufficient capacity during backwashing. The water then passes through a series of Pressure Retention Tanks (PRT) prior to being discharged to distribution via one of two outlets to distribution (one at each end of the distribution loop). PH1 contains bypass piping that could allow water to bypass treatment for primary disinfection and also to bypass the filters. The bypass valve handle had been removed, and valve lockout equipment has been installed to ensure that the primary disinfection bypass valves will not be opened while water is being distributed to consumers.	1
2	Northwest end of Cedarbush Cres.	Water from PW2 is treated at pump house PH2. Raw water is injected with 6% sodium hypochlorite, after which the water passes through a 26.5 m contact pipe to allow for sufficient primary disinfection Contact Time (CT). Free chlorine residual is monitored via a continuous alarm chlorine analyzer. After primary disinfection, the water is filtered using a multi-media filtration (MMF) system for aesthetic improvement (Iron and Manganese removal). Multiple MMF units are installed in parallel at each pump station to provide sufficient capacity during filter backwashing. The water then passes through a series of pressure retention tanks (PRT) prior to being discharged to distribution via one of two outlets to distribution (one at each end of the distribution loop).	2

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PUMP HOUSE	LOCATION	TREATMENT PROCESS DESCRIPTION	DISTRIBUTION SYSTEM ZONE
		PH2 also contains bypass piping that could allow water to bypass treatment for primary disinfection and also to bypass the filters. The bypass valve handle had been removed, and valve lockout equipment has been installed to ensure that the primary disinfection bypass valves will not be opened while water is being distributed to consumers.	
3	Northeast corner of the intersection of Bullfrog Dr. and Water St.	Water from PW3 is treated at pumphouse PH3. Raw water is injected with 6% sodium hypochlorite, after which the water passes through a 16.0 m contact pipe to allow for sufficient primary disinfection Contact Time (CT). Free chlorine residual is monitored via a continuous alarm chlorine analyzer. After primary disinfection, the water is filtered using a multi-media filtration (MMF) system for aesthetic improvement (Iron and Manganese removal). Multiple MMF units are installed in parallel at each pump station to provide sufficient capacity during filter backwashing. The water then passes through a series of pressure retention tanks (PRT) prior to being discharged to distribution via one of two outlets to distribution (one at each end of the distribution loop). PH3 contains bypass piping that could allow water to bypass treatment for primary disinfection and also to bypass the filters. The bypass valve handle had been removed and valve lockout equipment has been installed to ensure that the primary disinfection bypass valves will not be opened while water is being distributed to consumers.	3

The well pumps have been sized at peak flows and daily volume limits for the plant. This sizing prevents the pump houses from exceeding the daily volume limits set in the PTTW.

2.3 Distribution System

The water distribution system, although fully connected, is isolated by valves into three separate Zones (Zone 1, Zone 2 and Zone 3). The valves are only opened during emergencies allowing the water to flow at reduced pressure. Each distribution zone is depicted in **Appendix B** where Zone 1, Zone 2 and Zone 3 are represented in GREEN, RED and BLUE, respectively.

There are approximately 260 service connections to the drinking water system servicing approximately 450 people. An additional 31 services are in place for the remaining development lots; however, building permits have only been issued for a few model homes.

Based on recent information provided by members of the Mini Lake Board of Director, most of the water distribution system is composed of PVC pipes of approximately 2 inch (50 mm) or less diameter. There are also six sampling stations within the distribution system with an additional future installation (sampling station) planned at the end of Basswood Road.

3 Water Flows

For all three wells, the maximum flows recorded were consistently lower than the daily water taking limits stated in the PTTW. The Mini Lake Board of Directors confirmed that during winter months some residents vacate their house; however, those who stay normally use water bleeding as a standard practice to prevent pipes from freezing, which appears to accounts for some of the reported water usage.



As reported by the Operating Authority (OCWA), services leaks were detected and repaired in several point of the existing distribution systems. Some of these leaks were easy to detect and repair; however, some others were either small in nature and/or located at the connection underneath the home (in the gap between the foundation and home) which made their detection harder and subsequent repair more difficult to complete.

Despite the above, in general the three pumphouses are operating well below the permitted daily limit stated in the PTTW, which indicates that there is sufficient capacity for additional service connections.

3.1 PW1 Flows

In 2024, the overall water taking from PW1 was below the allowed limit stated in the PTTW (146.88 m³/day). No flow exceedances were recorded as illustrated in Figure 3-1.

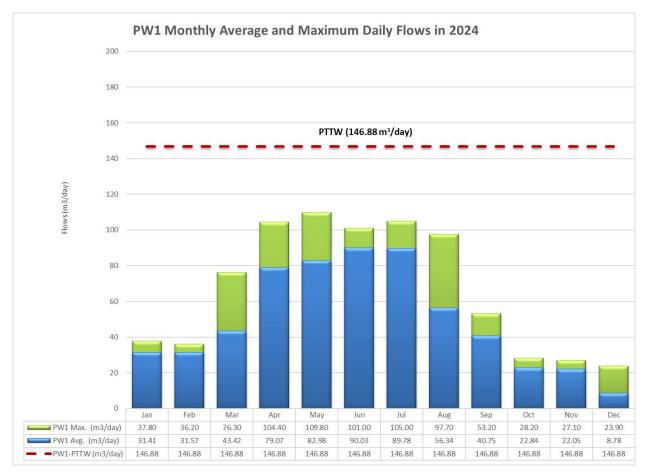


Figure 3-1: Monthly Average and Maximum Daily Flows for PW1 in 2024

In 2024, the higher average flows for PW1 were recorded during the second quarter and the third quarter of the year (April to September) which aligns with the average water consumption patterns during warm weather months as the water usage increases (i.e. lawn watering, outdoors pools, car wash, etc.). The average flows during the cold weather months (November to March) were significantly lower as compared to the warm weather months.



In 2024, the average flow trend for PW1 was substantially different as compared to previous years. It appears that the water taking from this production well increased significantly in the summer months as compared to previous years. Notwithstanding the above, the flows remained below the allowance specified in the PTTW (Figure 3-2).

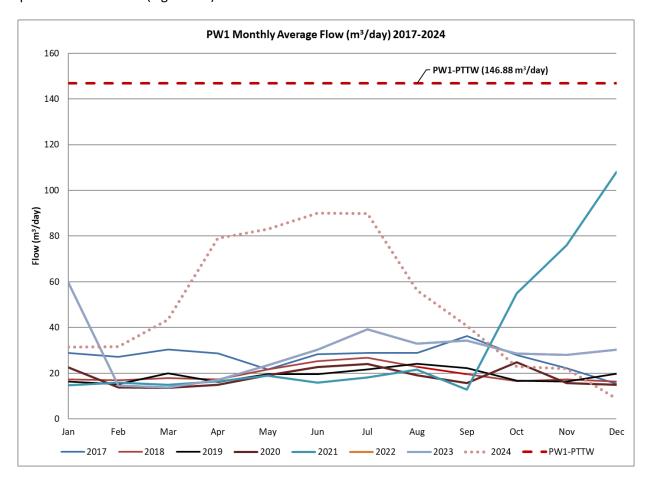


Figure 3-2: PW1 Monthly Average Flows from 2017-2024

3.2 PW2 Flows

In 2024, the overall water taking from PW2 was also below the allowed limit stated in the PTTW (196.56 m³/day). No flow exceedance was recorded as illustrated in Figure 3-3. No abnormality in PW2 flow was reported in 2024. As shown in Figure 3-3, peak flows were consistent with the average month flows.

Slightly higher flows were observed during the warm weather months due to expected water usage increase (i.e. lawn watering, pools, etc.) and also slightly higher flow during the cold weather months due to the ongoing water bleeding practices for freezing protection.



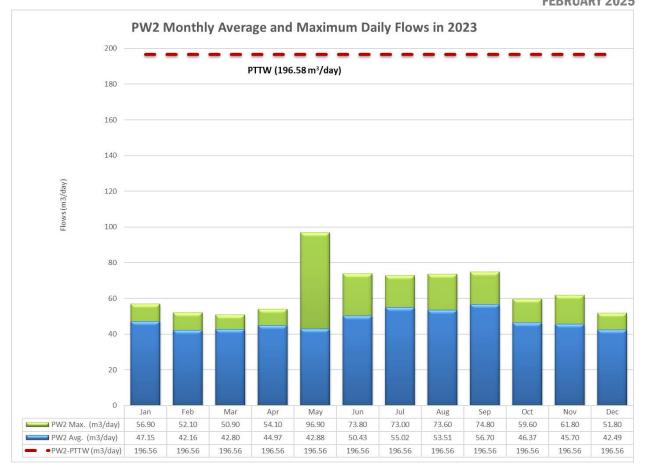


Figure 3-3: Monthly Average and Maximum Daily Flows for PW2 in 2024

As seen in Figure 3-4, 2024 flows from Well 2 experienced a slight increase as compared to 2023; however still lower than previous 2021 and 2022. Notwithstanding, this annual trend is fairly consistent with the historical annual trends in previous years (higher flows over the warm weather months and lower flows during the cold weather months).



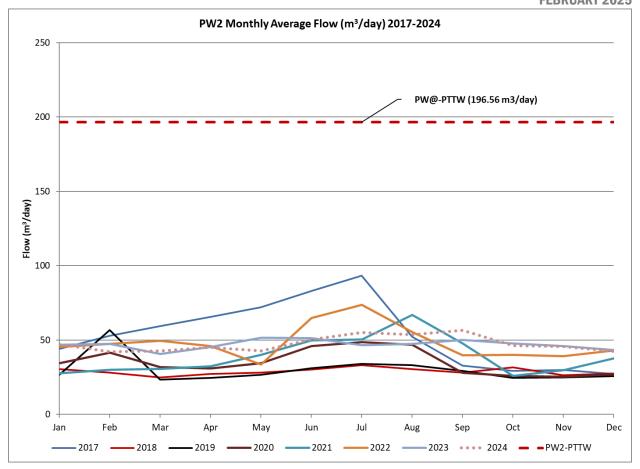


Figure 3-4: PW2 Monthly Average Flows from 2017-2024

More importantly, the current water demands in Zone 2 account for less than 50% of the daily volume limit included in the PTTW currently in place (Table 2-3:). Based on the above, it appears there is sufficient reserved capacity in PW2 to sustain future growth in Zone 2 should the opportunity arise.

3.3 PW3 Flows

Similarly to PW1 and PW2, the overall water taking from PW3 in 2024 was also below the allowed limit stated in the PTTW (319.68 m³/day). No flow exceedances were recorded as illustrated in Figure 3-5.

Peak flows were consistent with the average monthly flow. No abnormality, such as service leak or maintenance, was observed in 2024. Similar to PW1 and PW2, flows were higher between May and September as residential water usage increases.



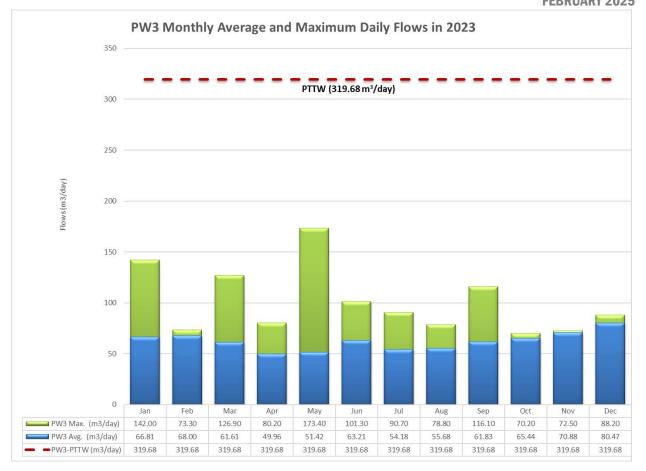


Figure 3-5: Average and Maximum Daily Flows for PW3 in 2024

In general, 2024 also experienced a reduction in the average daily flow as compared to previous years, which is reflective of an overall reduction in the per-capita water consumption by the users located in the area served by this well (Zone 3). Figure 3-6 illustrates this annual reduction in the monthly flow patterns from 2017 to 2023.

Despite the above, the current water demands in Zone 3 account for less than 50% of the daily volume limit included in the PTTW currently in place (Table 2-3:). More importantly, it appears there is sufficient reserved capacity in PW3 to sustain future growth in Zone 3 should the opportunity arise.



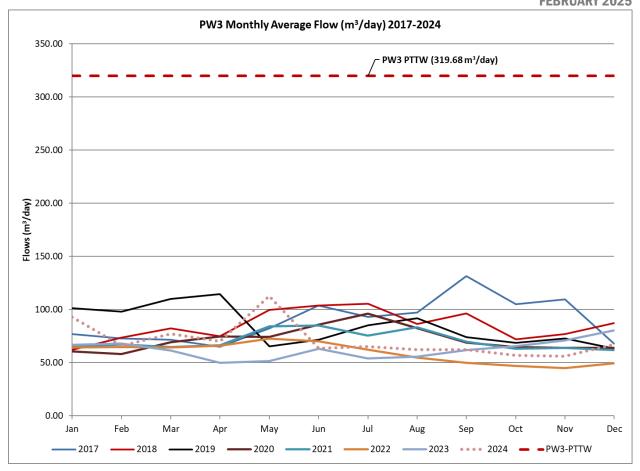


Figure 3-6: PW3 Average Flows from 2017-2024

4 Water Quality

To ensure compliance with Schedules 6, 8, 11, 13, 15.1, 23 and 24 as required by the O.Reg 170/03, Mini Lakes has a water quality monitoring and sampling program in place. Table 4-1 outlines the sampling parameters and frequency of sampling at the Mini Lakes WTS.

Table 4-1: Mini Lakes WTS Sampling Parameters and Frequency

SOURCE	IRCE SCHEDULE PARAMETER SAMPLING FREQUENCY		# OF SAMPLES	
Raw Water Sampling	Schedule 11: Microbiological sampling and testing	<i>E.coli</i> Total Coliform	Once a month Once a month	1 from PW1 1 from PW2 1 from PW3
Distribution System Sampling	Schedule 11: Microbiological sampling and testing	<i>E.coli</i> Total Coliform HPC	Twice a month	1 from each sampling station (Stn#1, Stn#2, Stn#3)
Lead Sampling	Schedule 15.1: Lead	Lead, pH, alkalinity	Every three years Winter (Dec 15 – April 15) Summer (June 15 – Oct 15)	1 from each Zone (Stn#1, Stn#2, Stn#3)

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SOURCE	SCHEDULE	PARAMETER	SAMPLING FREQUENCY	# OF SAMPLES
		pH, alkalinity	Every year Winter (Dec 15 – April 15) Summer (June 15 – Oct 15)	1 from each Zone (Stn#1, Stn#2, Stn#3)
Treated Water Sampling - Point of Entry (POE) (PH1, PH2, PH3)	Schedule 13: Chemical sampling and testing Schedule 23: Inorganic parameters Schedule 24:Organic parameters	Nitrate Nitrite Sodium Fluoride Schedule 23 Schedule 24	Quarterly Quarterly Every 5 years Every 5 years Every 5 years Every 5 years	1 from each PH 1 from each PH 1 from each PH 1 from each PH 1 from each PH 1 from each PH

4.1 Raw Water Sampling

In conformance with Schedule 11 (microbiological sampling and testing) in O.Reg 170/03, Escherichia coli (*E.coli*) and Total Coliform samples were taken monthly from each well over the period January to December 2024. Table 4-2 summarizes the results of the monthly microbiological sampling.

Table 4-2: Microbiological Sampling of Raw Water (2024)

	PW 1		P	PW2		PW3	
	TOTAL COLIFORMS	E.coli	TOTAL COLIFORMS	E.coli	TOTAL COLIFORMS	E.coli	
MONTH	CFU/100 mL	CFU/100 mL	CFU/100 mL	CFU/100 mL	CFU/100 mL	CFU/100mL	
January	0	0	0	0	0	0	
February	0	0	0	0	0	0	
March	0	0	0	0	0	0	
April	0	0	0	0	0	0	
May	0	0	0	0	0	0	
June	0	0	0	0	0	0	
July	0	0	0	0	0	0	
August	0	0	0	0	0	0	
September	0	0	0	0	0	0	
October	0	0	0	0	0	0	
November	0	0	0	0	0	0	
December	0	0	0	0	0	0	

As shown in Table 4-2, The laboratory results indicated the absence of *E.coli* and total coliforms in all samples, confirming that the water was in conformance with the regulatory requirements under O.Reg 170/03.



4.2 Treated Water Sampling

In conformance with Schedules 13, 23 and 24 as per O.Reg 170/03, the treated water is required to be tested for a variety of parameters. The following sections describe the results of this testing.

4.2.1 Nitrate and Nitrite

According to Section 13-7 included in the O.Reg 170/03, the owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every three months (quarterly) and tested for nitrate and nitrite. Table 4-3 summarizes the results of the quarterly nitrate and nitrite sampling.

SAMPLE DATES	TREATED WATER NITRATE (mg/L)			TREATED WATER NITRITE (mg/L)			
	TW1	TW1 TW2 TW3		TW1	TW2	TW3	
January 03, 2024	0.069	0.006 < MDL	0.042	<0.003	<0.003	<0.003	
April 03, 2024	0.068	0.006 < MDL	0.043	<0.003	<0.003	<0.003	
July 03, 2024	0.082	0.006 < MDL	0.042	<0.003	<0.003	<0.003	
October 02, 2024	0.076	0.006 < MDL	0.050	<0.003	<0.003	<0.003	
Maximum Acceptable Concentration (MAC)		10			1		

Table 4-3: Nitrate and Nitrite in Pre-Distribution Water

As shown in Table 4-3 the concentrations of nitrate and nitrite detected in 2024 are well below the Maximum Acceptable Concentration (MAC) stated in the Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines.

4.2.2 Sodium

According to Section 13-8 of O.Reg 170/03, the owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every 60 months (5 years) and tested for sodium.

Sodium sampling was last conducted on February 5th, 2021, the next sodium sampling is scheduled for 2025.

4.2.3 Fluoride

According to Section 13-9 of O.Reg 170/03, if a drinking water system does not provide fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at least once every 60 months (5 years) and tested for fluoride. During 2024, no samples were collected or analyzed for Fluoride. Fluoride was last sampled on July 16, 2020, with the next sampling scheduled for 2025.

4.2.4 Schedule 23 and Schedule 24

According to Section 13-2 and 13-4 of O.Reg 170/03, the owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every 60 months (5 years) test for inorganic compounds (Schedule 23) or organic compounds. The compounds included in



both Schedules 23 and 24 were last sampled and analyzed in Feb 2021. All of the parameters in all three systems showed to be well under the Maximum Allowable Concentration (MAC) and Aesthetic Objective (AO)/Operational Guideline (OG), with more than 70% even under MDL. The full report of the certificate will be included in Appendix C.

4.3 Distribution System Sampling

In conformance with Schedule 11 (microbiological sampling and testing) of O.Reg 170/03 under the Safe Drinking Water Act, *E.coli*, Total Coliform and Heterotrophic Plate Count (HPC) samples were taken in 2024. Table 4-4 shows the result of the monthly microbiological sampling.

As shown in the Table 4-4, neither *E.coli* nor total coliforms were detected in any of the distribution system's zones throughout the year which is in conformance with the regulatory requirements under O.Reg 170/03. Regarding the Heterotrophic Plate Count (HPC) level in the distribution system, there were nine (9) instances where HPC level exceeded 0 CFU/ml. The highest HPC level was recorded in all three zones was 2 CFU/ml.

It should be noted that HPC results give an indication of overall water quality in drinking-water systems but there is no Maximum Allowable Concentration (MAC), Operational Guideline (OG) or Aesthetic Objective (AO) limit associated with it. HPC level is reflective of the condition of the distribution system, it should not be used as an indicator of potential adverse human health impact. Lower HPC is linked to better maintenance of the distribution system.



Table 4-4: Microbiological Sampling of Distribution System (2024)

		STN. #1		STN. #2		STN. #3			
	TC	E.coli	HPC	TC	E.coli	HPC	TC	E.coli	HPC
	CFU/100 mL	CFU/100 mL	CFU/mL	CFU/100 mL	CFU/100 mL	CFU/mL	CFU/100mL	CFU/100 mL	CFU/mL
la a com c	0	0	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0	0	0
Fohruary	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0
N 4 a wala	0	0	0	0	0	0	0	0	0
March	0	0	1	0	0	0	0	0	0
Amril	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	1
May	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Lung	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	1	0	0	0
	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	2	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	2
	0	0	1	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Octobor	0	0	1	0	0	0	0	0	0
October	0	0	1	0	0	1	0	0	0
November	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0

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4.4 Lead Sampling

Under the provisions made in Schedule 15.1 of O.Reg 170/03 under the Safe Drinking Water Act, Mini Lakes is required to complete a lead sampling program following the "reduced" requirements. Every three years, lead samples are taken from both the plumbing and the distribution system (at the sampling points available in the three zones) according to the following schedule:

- Winter: between December 15 and April 15
- Summer: between June 15 to October 15

Lead sampling was last conducted in 2022, the next lead sampling is scheduled for 2025.

4.5 Alkalinity and pH

In addition to the lead sampling, every year during the same seasonal timeframes, pH and alkalinity are also monitored in the distribution systems. Alkalinity samples were taken twice in 2024 from the three sampling stations in the distribution system. These results are shown in Table 4-5.

 DATE
 STN. 1 (mg/L as CaCO₃) (mg/L as CaCO₃) (mg/L as CaCO₃)
 STN. 2 (mg/L as CaCO₃) (mg/L as CaCO₃)

 April 03, 2024
 251
 251
 256

 July 10, 2024
 270
 265
 261

Table 4-5: Alkalinity in Distribution System

The results show that alkalinity remains mostly constant across the distribution system and are similar to previous years (2022, 2023) results. These levels are above the recommended Health Canada level for alkalinity (80 - 100 mg/L as $CaCO_3$) but this is expected as the raw water is supplied by a groundwater source. Groundwater typically contains higher concentrations of alkalinity than surface waters.

Furthermore, the alkalinity concentrations recorded pose no threat to human health. Alkalinity would need to exceed 500 mg/L as CaCO₃ to be considered unacceptable for domestic purposes such as boiling water due to excessive scaling of pipes.

Since alkalinity affects the ability of water to resist changes in pH, it is important to periodically test the pH of the distribution system along with alkalinity. In order to better understand the impacts of alkalinity on the water quality, pH of the distribution samples was analyzed in Table 4-6 below.

Table 4-6: pH in Distribution System

DATE	STN. 1 (mg/L)	STN. 2 (mg/L)	STN. 3 (mg/L)
April 03, 2024	7.4	7.4	7.4
July 10, 2024	7.5	7.5	7.4

The table shows that the pH has remained stable across the system and lies between the recommended ranges of 6.5 to 8.5.



4.6 Operational Testing

As per Schedule 3 in the Ontario Regulation 170/03, the operating authority requires monitoring for turbidity and chlorine residual levels.

4.6.1 Turbidity

Turbidity samples are taken once a month from every well (raw water). Table 4-7 shows the monthly turbidity readings from all water production wells.

Table 4-7: Monthly Turbidity (NTU) in all Raw Water Wells in 2022, 2023 and 2024

		2022			2023			2024	
	PW1	PW2	PW3	PW1	PW2	PW3	PW1	PW2	PW3
January	0.32	0.19	0.24	0.73	0.49	0.32	0.76	0.85	0.54
February	0.48	0.32	0.41	0.6	0.48	0.34	0.64	0.66	0.37
March	0.38	0.37	0.2	0.35	0.3	0.25	0.49	0.76	0.35
April	0.45	0.54	0.12	0.67	0.7	0.35	0.54	0.48	0.26
May	0.4	0.95	0.12	0.55	0.62	0.42	0.07	0.63	0.53
June	0.64	0.65	0.27	0.5	0.36	0.23	0.41	0.34	0.32
July	0.66	0.79	0.21	0.65	0.79	0.4	0.3	0.62	0.27
August	0.4	0.34	0.31	0.55	0.81	0.49	0.11	0.28	0.12
September	0.36	0.28	0.18	0.65	0.49	0.65	0.21	0.41	0.11
October	0.51	0.66	0.46	0.51	0.45	0.31	0.28	0.37	0.09
November	0.86	0.44	0.58	0.6	0.64	0.35	0.43	0.28	0.11
December	0.76	0.74	0.4	0.38	0.41	0.32	0.34	0.12	0.18
Average	0.52	0.52	0.29	0.56	0.55	0.37	0.38	0.48	0.27
AO	5	5	5	5	5	5	5	5	5

In general, 2024 had a slightly lower turbidity in raw water compared to the previous year. No exceedance (aesthetic objective of 5 NTU) was reported. Groundwater tends to have less turbidity than surface water.



4.6.2 Chlorine Residual

The following chlorine residual samples are required to be taken:

- Once every day in the treatment process at or near a location where the intended contact time has been completed. It should be noted that chlorine residual is continuously monitored at each Pumphouse before treated water enters the distribution system. At present, there is an integrated chlorine residual level control system that triggers an alarm (low/high chlorine residual) automatically controlling the operation of the chlorine pumps, thus the disinfectant dosage into the system.
- Two distribution samples are taken each week with one taken at least 48 hours and during the same week as one of the other distribution samples.

Table 4-8 shows the chlorine residual levels recorded in the distribution system in 2024.

ZONE 1 ZONE 2 ZONE 3 MIN. MAX. MIN. MAX. MIN. MAX. January 1.51 1.89 1.51 1.89 0.9 1.86 **February** 1.73 1.77 1.73 1.77 1.54 1.99 1.32 1.5 1.32 1.87 1.92 March 1.5 April 1.67 1.78 1.67 1.78 1.56 1.59 May 1.38 1.68 1.38 1.68 1.32 1.67 June 1.3 1.3 1.3 1.3 1.23 1.23 1.29 1.73 1.29 1.73 0.98 1.47 July August 1.21 1.35 1.21 1.35 1.54 2.00 1.53 1.81 1.53 1.81 1.72 September 1.49 October 1.2 1.41 1.2 1.41 1.44 1.62 1.58 1.41 1.58 2.08 November 1.41 1.28 December 1.38 1.38 1.38 1.38 1.85 1.94

Table 4-8: Free Chlorine Levels in the Distribution System

According to Section 5 (b) (i) (A) of the O.Reg 170/03, the free chlorine residual must never be less than 0.05 mg/L for those systems providing chlorination as disinfection. Mini Lakes WTS has complied with this requirement at all times during 2024.

5 Compliance Notices and Inspections

The Mini Lakes DWS performed within the regulatory limits set out in:

- Permit To Take Water (PTTW) 7137-AG7SV2 (expires October 31, 2026)
- Ontario Regulation 170/03

No non-compliances or Adverse Water Quality Incidents (AWQI) were reported for 2024. No third party inspection was performed in 2024. The last MECP inspection was in November 2016.



6 Summary of Operational Activities

During 2024, the following operational activities were completed.

6.1 Expenses and Maintenance (Equipment Install, Repair and Replace)

Table 9 outlines the major expenditures.

Table 9: Water Treatment System Major Expenses

PLANT AREA/EQUIPMENT		ACTIVITY
Well #1	None	
Well #2	None	
Well #3	None	
Distribution System	None	

Table 10 outlines maintenance tasks that were carried out on a routine basis in the Mini Lakes WTS

Table 10: Water Treatment System Routine Maintenance Items

PLANT AREA/EQUIPMENT	ACTIVITY				
	Calibrate Chlorine Analyzer				
Chemical Systems	H&S inspection, chlorine analyzer inspection, chlorine injector inspection.				
Chemical Systems	Visual Inspection of system				
	Day tanks Filled				
Distribution System	Sample station flushing				
SCADA	Periodic data retrieval				

Table 6-11 outlines minor maintenance items that were required in 2024.

Table 6-11: Water Treatment System Maintenance and Minor Repair and Replacement

PLANT AREA/EQUIPMENT	ACTIVITY
	March: Well Initiatives onsite for Well 1 motor and pump replacement.
Well #1	 May: Well Initiatives onsite drilling new well (Well 1 shut down during process). Belwood Electric onsite to replace analyzer in Well 1. Well Initiative onsite to preform pump testing on new well
	 Aug: SPD onsite for annual flow meter and analyzer calibrations.
	Nov: Belwood Electric onsite to repair conduit supplying power to well.
Well #2	Apr: Well Initiatives onsite to begin drilling new well for Well #2.



PLANT AREA/EQUIPMENT	ACTIVITY
	 May: Well Initiatives onsite drilling new well (Well 2 shut down during process). Well Initiative onsite to preform pump testing on new well.
	 Aug: SPD onsite for annual flow meter and analyzer calibrations. Age Mechanical onsite to complete work on well.
	Oct: Age Mechanical onsite repairing water line.
	Mar: Age Mechanical onsite to rebuild piping section in well house.
Well #3	 May: Belwood Electric onsite to replace analyzer in Well 3. Belwood Electric onsite to install new probe on analyzer in Well 3.
	 Aug: SPD onsite for annual flow meter and analyzer calibrations. Age Mechanical onsite to complete maintenance work on well 3.
Distribution	May: Mr. Rotor onsite to repair service break at 15 Water Street.

7 Mini Lakes WTS Condition

In general, the conditions of the three independent groundwater supply systems are good. As reported by the operating authorities (OCWS), work was completed in several areas as part of the major maintenance plan in place and some upgrades to the control system were also completed, enhancing the functionality and reliability of the existing water systems.

As identified in Table 7-1, two of the recommended major capital and operating improvements were either cancelled or still outstanding at the end of 2024.

Table 7-1: Summary of Capital and Operating Improvement Recommendations

IDENTIFIED ISSUE	RECOMMENDED WORK	2024 UPDATES
No back-up power – water unsafe/not available during power outage	Emergency standby power is critical to ensure uninterrupted power supply to infrastructure in the complex such as (Well houses #1, #2 and #3, sewage pumping stations, sewage treatment systems, etc.). Installation of standalone back-up power for each pump-house. Standby Power Study was completed by RV Anderson Consulting in December 2018. Mini Lakes Board approved option C and prepared a public meeting to present and obtain buy-in consensus from the residents. Residents rejected this option. Proposal has been cancelled.	No back-up power in place
Fire protection	Upgrading the system including fire hydrants and sufficient fire storage (reservoir) should be considered.	No fire protection in place



8 Equipment or Components Scheduled for Replacement

The Table 8-1: Components Scheduled for Replacement includes the list of updates completed in year 2024.

Table 8-1: Components Scheduled for Replacement

IDENTIFIED ISSUE	RECOMMENDED WORK	TIME LINE	2024 UPDATES
Old equipment (pressure tanks, dosage pumps, pressure gauges, etc.). All 3 pump-houses are equipped with MMF filters	Upgrade/replace older equipment as needed	Completed	 Well 1 – Rebuilt chlorine pumps with new kits and changes chlorine lines Well 1 – Replaced chlorine line before injector due to pinhole leak

8.1 Remaining Life of the Water Treatment System

Different parts of the system experience deterioration at different rates due to normal wear and tear over the life span of the operation. Based on the expected design life of the components, the condition of the component can be inferred. Table 8-2 outlines the installation date, expected design life and inferred remaining lifespan of the major equipment

Table 8-2: Major Asset – Expected Life

ASSET	ESTIMATED INSTALL DATE	EXPECTED DESIGN LIFE (YRS.)	ESTIMATED REMAINING LIFE (YRS)
Supply Wells			
Production Well #1 (structure)	1998	75	49
Production Well #2 (structure)	1979	75	30
Production Well #3 (structure)	1982	75	33
Well Pump #1	2011	15	2
Well Pump #2	2009	15	0
Well Pump #3	2008	15	0
Pump Houses	N/A	N/A	N/A
Buildings	2005	40	21
Treatment System	2021	15	12
Piping and Appurtenances	2005	25	6
Instrumentation and Controls	2006	10	0
Yard Piping	2005	50	31
Distribution System	2000	50	26

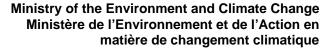


9 Operation and Maintenance Contract

At present, the OCWA has been contracted by the WCECC#214 as the operating authority for Mini Lakes Water and Wastewater operations.



APPENDIX A Permit to Take Water (7137-AG7SV2)





PERMIT TO TAKE WATER

Ground Water NUMBER 7137-AG7SV2

Pursuant to Section 34.1 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990 this Permit To Take Water is hereby issued to:

Wellington Common Elements Condominium Corporation No.214 c/o MF Property Management Limited 28 Brett Court Guelph, Ontario N1C 0A5

For the water

taking from: Four Wells (Well PW1, Well PW2, Well PW3, Well PW4)

Located at: Lot 21, Concession 8, Geographic Township of Puslinch

Puslinch, County of Wellington

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment and Climate Change.
- (d) "District Office" means the Guelph District Office.
- (e) "Permit" means this Permit to Take Water No. 7137-AG7SV2 including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means Wellington Common Elements Condominium Corporation No.214 c/o MF Property Management Limited.
- (g) "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined

below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated October 21, 2016 and signed by Maria Finoro, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

2.1 Inspections

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or
- (b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including

the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

- (a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or
- (b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 **Expiry**

This Permit expires on **October 31, 2026**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

Table A

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Well PW1	Well Drilled	Communal	Water Supply	136	24	146,880	365	17 569507 4814780
2	Well PW2	Well Drilled	Communal	Water Supply	182	24	196,560	365	17 569476 4814541
3	Well PW3	Well Drilled	Communal	Water Supply	222	24	319,680	365	17 569527 4814380
4	Well PW4	Well Drilled	Communal	Water Supply	273	24	294,840	365	17 569203 4814403
						Total Taking:	957,960		

3.3 The Permit Holder shall ensure that the taking complies with the requirements of the <u>Safe</u> <u>Drinking Water Act S.O. 2002</u> and all pertinent regulations thereunder.

4. Monitoring

4.1 Under section 9 of O. Reg. 387/04, and as authorized by subsection 34(6) of the *Ontario Water Resources Act*, the Permit Holder shall, on each day water is taken under the authorization of this Permit, record the date, the volume of water taken on that date and the rate at which it was taken. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit, or as otherwise accepted by the Director. A separate record shall be maintained for each source. The Permit Holder shall keep all records required by this condition current and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31st in every year, the records required by this condition to the ministry's Water Taking Reporting System.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Groundwater Takings

If the taking of water is observed to cause any negative impact to other water supplies obtained from any adequate sources that were in use prior to initial issuance of a Permit for this water taking, the Permit Holder shall take such action necessary to make available to those affected, a supply of water equivalent in quantity and quality to their normal takings, or shall compensate such persons for their reasonable costs of so doing, or shall reduce the rate and amount of taking to prevent or alleviate the observed negative impact. Pending permanent restoration of the affected supplies, the Permit Holder shall provide, to those affected, temporary water supplies adequate to meet their normal requirements, or shall compensate such persons for their reasonable costs of doing so.

If permanent interference is caused by the water taking, the Permit Holder shall restore the water supplies of those permanently affected.

6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

- 1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
- 2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
- 3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the <u>Ontario Water Resources Act</u>, R.S.O. 1990, you may by written notice served upon me, the Environmental Review Tribunal and the Environmental Commissioner, **Environmental Bill of Rights**, R.S.O. 1993, Chapter 28, within 15 days after receipt of this Notice, require a hearing by the Tribunal. The Environmental Commissioner will place notice of your appeal on the Environmental Registry. Section 101 of the <u>Ontario Water Resources Act</u>, as amended provides that the Notice requiring a hearing shall state:

- 1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
- 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

- 3. The name of the appellant;
- 4. The address of the appellant;
- 5. The Permit to Take Water number;
- 6. The date of the Permit to Take Water;
- 7. The name of the Director:
- 8. The municipality within which the works are located;

AND

This notice must be served upon:

The Secretary Environmental Review Tribunal 655 Bay Street, 15th Floor Toronto ON M5G 1E5 Fax: (416) 326-5370

Email:

ERTTribunalsecretary@ontario.ca

The Environmental Commissioner 1075 Bay Street 6th Floor, Suite 605

Toronto, Ontario M5S 2W5

The Director, Section 34.1, Ministry of the Environment and

Climate Change 12th Floor 119 King St W Hamilton ON L8P 4Y7 Fax: (905) 521-7820

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by Telephone at (416) 212-6349

Toll Free 1(866) 448-2248

by Fax at (416) 326-5370

(416) 326-5370 Toll Free 1(844) 213-3474 by e-mail at

AND

www.ert.gov.on.ca

This instrument is subject to Section 38 of the **Environmental Bill of Rights** that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek to appeal for 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry, you can determine when the leave to appeal period ends.

This Permit cancels and replaces Permit Number 3331-73RKYV, issued on 1997/11/03.

Dated at Hamilton this 7th day of December, 2016.

Belinda Koblik

Director, Section 34.1

Ontario Water Resources Act, R.S.O. 1990

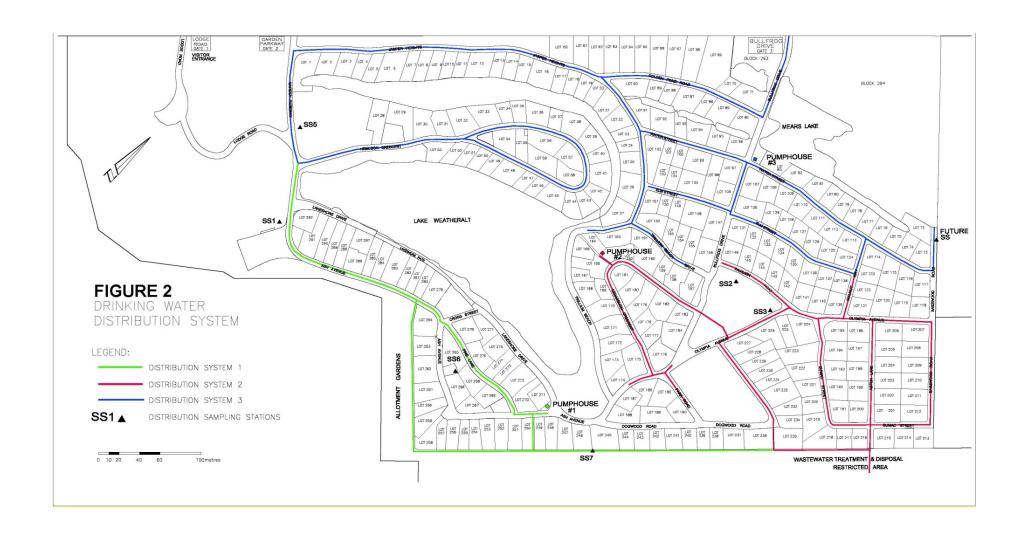
Schedule A

This Schedule "A" forms part of Permit To Take Water 7137-AG7SV2, dated December 7, 2016



APPENDIX B Water Distribution System Map







APPENDIX C 2024 Water Quality Result

PROJECT NO: WELCOY1417-1816



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project**: PO#017844

08-January-2024

nmunal Wall Supply DWS)

Date Rec.: 03 January 2024 LR Report: CA17813-JAN24

Copy: #1

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)
Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				04-Jan-24	04-Jan-24
2: Analysis Start Time				11:31	11:31
3: Analysis Completed Date				08-Jan-24	08-Jan-24
4: Analysis Completed Time				07:17	07:17
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	03-Jan-24 09:46	8.0	0.76	0	0
7: RW RW2-Raw Water-Well PW2	03-Jan-24 09:32	8.0	0.85	0	0
8: RW RW3-Raw Water-Well PW3	03-Jan-24 09:11	8.0	0.54	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001

Hawley Anderson, Hon.B.Sc Project Specialist,

Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

15-January-2024

Date Rec.: 11 January 2024 LR Report: CA16629-JAN24

Copy: #1

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					11-Jan-24	11-Jan-24	11-Jan-24
2: Analysis Start Time					12:53	12:53	12:53
3: Analysis Completed Date					15-Jan-24	15-Jan-24	15-Jan-24
4: Analysis Completed Time					07:25	07:25	07:25
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	10-Jan-24 12:26	4.0	1.89	2.14	0	0	0
7: DW DW2-Distribution Water-Zone 2	10-Jan-24 12:16	4.0	1.85	2.06	0	0	0
8: DW DW3-Distribution Water-Zone 3	10-Jan-24 12:06	4.0	0.90	2.08	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

29-January-2024

Date Rec.: 25 January 2024

LR Report: CA18660-JAN24

Copy: #1

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					25-Jan-24	25-Jan-24	25-Jan-24
2: Analysis Start Time					12:46	12:46	12:46
3: Analysis Completed Date					29-Jan-24	29-Jan-24	29-Jan-24
4: Analysis Completed Time					09:43	09:43	09:43
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	24-Jan-24 10:31	6.0	1.51	1.66	0	0	0
7: DW DW2-Distribution Water-Zone 2	24-Jan-24 10:17	6.0	1.80	1.96	0	0	0
8: DW DW3-Distribution Water-Zone 3	24-Jan-24 10:01	6.0	1.62	1.83	0	0	0

Method Descriptions

	-	
Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

12-February-2024

Date Rec.: 08 February 2024

LR Report: CA17713-FEB24

Copy: #1

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					08-Feb-24	08-Feb-24	08-Feb-24
2: Analysis Start Time					13:30	13:30	13:30
3: Analysis Completed Date					12-Feb-24	12-Feb-24	12-Feb-24
4: Analysis Completed Time					09:11	09:11	09:11
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	07-Feb-24 10:41	10.0	1.77	1.97	0	0	0
7: DW DW2-Distribution Water-Zone 2	07-Feb-24 10:20	10.0	1.79	1.99	0	0	0
8: DW DW3-Distribution Water-Zone 3	07-Feb-24 10:00	10.0	1.54	1.68	0	0	0

Method Descriptions

	-	
Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

12-February-2024

Date Rec.: 08 February 2024

LR Report: CA17718-FEB24

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E.

Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				08-Feb-24	08-Feb-24
2: Analysis Start Time				13:30	13:30
3: Analysis Completed Date				12-Feb-24	12-Feb-24
4: Analysis Completed Time				09:12	09:12
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	07-Feb-24 10:43	10.0	0.64	0	0
7: RW RW2-Raw Water-Well PW2	07-Feb-24 10:26	10.0	0.66	0	0
8: RW RW3-Raw Water-Well PW3	07-Feb-24 10:05	10.0	0.37	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENVIMIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

26-February-2024

Date Rec.: 22 February 2024 LR Report: CA16673-FEB24

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OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					22-Feb-24	22-Feb-24	22-Feb-24
2: Analysis Start Time					12:43	12:43	12:14
3: Analysis Completed Date					26-Feb-24	26-Feb-24	26-Feb-24
4: Analysis Completed Time					08:19	08:19	08:19
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	21-Feb-24 14:33	9.0	1.73	1.91	0	0	0
7: DW DW2-Distribution Water-Zone 2	21-Feb-24 14:22	9.0	1.84	2.07	0	0	0
8: DW DW3-Distribution Water-Zone 3	21-Feb-24 14:05	9.0	1.99	2.20	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

11-March-2024

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Date Rec.: 07 March 2024 LR Report: CA16362-MAR24

Copy: #1

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					07-Mar-24	07-Mar-24	07-Mar-24
2: Analysis Start Time					14:54	14:54	14:54
3: Analysis Completed Date					11-Mar-24	11-Mar-24	11-Mar-24
4: Analysis Completed Time					08:21	08:21	08:21
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	06-Mar-24 14:27	12.0	1.50	1.66	0	0	0
7: DW DW2-Distribution Water-Zone 2	06-Mar-24 13:56	12.0	1.96	2.12	0	0	0
8: DW DW3-Distribution Water-Zone 3	06-Mar-24 13:18	12.0	1.92	2.15	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

11-March-2024

Date Rec.: 07 March 2024

LR Report: CA16364-MAR24

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E.

Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS

Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				07-Mar-24	07-Mar-24
2: Analysis Start Time				14:54	14:54
3: Analysis Completed Date				11-Mar-24	11-Mar-24
4: Analysis Completed Time				08:22	08:22
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	06-Mar-24 14:28	12.0	0.49	0	0
7: RW RW2-Raw Water-Well PW2	06-Mar-24 13:58	12.0	0.76	0	0
8: RW RW3-Raw Water-Well PW3	06-Mar-24 13:20	12.0	0.35	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENVIMIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354-NR **Project :** PO#017844

15-March-2024

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON

L9V 3K5, Canada Phone: 519-925-1938 ext. 225

Fax:

Date Rec.: 14 March 2024 LR Report: CA17900-MAR24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date			14-Mar-24	14-Mar-24
2: Analysis Start Time			13:16	13:16
3: Analysis Completed Date			15-Mar-24	15-Mar-24
4: Analysis Completed Time			12:25	12:25
5: MAC			0	0
6: RW RW1-Raw Water-Well PW1	13-Mar-24 16:00	10.0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Not Reportable

Works #: 260001354-NR

Project: PO#017844

18-March-2024

Date Rec.: 15 March 2024 LR Report: CA17958-MAR24

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OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date					15-Mar-24	15-Mar-24
2: Analysis Start Time					14:30	14:30
3: Analysis Completed Date					18-Mar-24	18-Mar-24
4: Analysis Completed Time					09:30	09:30
5: MAC					0	0
6: RW RW1-Raw Water-Well PW1	14-Mar-24 16:00	6.5			0	0
7: TW TW1-Treated Water-Well 1	14-Mar-24 16:01	6.5	1.23	1.38	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

25-March-2024

Date Rec.: 21 March 2024 LR Report: CA16764-MAR24

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OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn : Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					21-Mar-24	21-Mar-24	21-Mar-24
2: Analysis Start Time					14:29	14:29	14:29
3: Analysis Completed Date					25-Mar-24	25-Mar-24	25-Mar-24
4: Analysis Completed Time					09:45	09:45	09:45
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	20-Mar-24 10:18	3.0	1.32	1.48	0	0	0
7: DW DW2-Distribution Water-Zone 2	20-Mar-24 10:05	3.0	1.57	1.80	0	0	0
8: DW DW3-Distribution Water-Zone 3	20-Mar-24 09:52	3.0	1.87	1.98	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

08-April-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 04 April 2024

LR Report: CA16374-APR24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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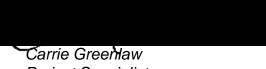
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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					04-Apr-24	04-Apr-24	04-Apr-24
2: Analysis Start Time					16:08	16:08	16:08
3: Analysis Completed Date					08-Apr-24	08-Apr-24	08-Apr-24
4: Analysis Completed Time					11:53	11:53	11:53
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	03-Apr-24 11:08	8.0	1.78	1.93	0	0	0
7: DW DW2-Distribution Water-Zone 2	03-Apr-24 10:33	8.0	1.51	1.66	0	0	0
8: DW DW3-Distribution Water-Zone 3	03-Apr-24 10:03	8.0	1.59	1.81	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



Project Specialist,
Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

08-April-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 04 April 2024

LR Report: CA16378-APR24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				04-Apr-24	04-Apr-24
2: Analysis Start Time				16:08	16:08
3: Analysis Completed Date				08-Apr-24	08-Apr-24
4: Analysis Completed Time				11:53	11:53
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	03-Apr-24 11:21	8.0	0.54	0	0
7: RW RW2-Raw Water-Well PW2	03-Apr-24 10:46	8.0	0.48	0	0
8: RW RW3-Raw Water-Well PW3	03-Apr-24 10:15	8.0	0.26	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

22-April-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 18 April 2024

LR Report: CA17274-APR24

136 Main St., E. Shelburne, ON L 9V 3K5, Canada

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L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					18-Apr-24	18-Apr-24	18-Apr-24
2: Analysis Start Time					14:30	14:30	14:30
3: Analysis Completed Date					22-Apr-24	22-Apr-24	22-Apr-24
4: Analysis Completed Time					08:24	08:24	08:24
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	17-Apr-24 10:37	8.0	1.67	1.84	0	0	0
7: DW DW2-Distribution Water-Zone 2	17-Apr-24 10:08	8.0	1.59	1.71	0	0	0
8: DW DW3-Distribution Water-Zone 3	17-Apr-24 09:36	8.0	1.56	1.73	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

06-May-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 02 May 2024
LR Report: CA16134-MAY24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				02-May-24	02-May-24
2: Analysis Start Time				13:56	13:56
3: Analysis Completed Date				06-May-24	06-May-24
4: Analysis Completed Time				07:43	07:43
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	01-May-24 14:54	9.0	0.07	0	0
7: RW RW2-Raw Water-Well PW2	01-May-24 14:36	9.0	0.63	0	0
8: RW RW3-Raw Water-Well PW3	01-May-24 14:20	9.0	0.53	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

06-May-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 02 May 2024

LR Report: CA16136-MAY24

136 Main St., E. Shelburne, ON Copy: #1

L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					02-May-24	02-May-24	02-May-24
2: Analysis Start Time					13:56	13:56	13:56
3: Analysis Completed Date					06-May-24	06-May-24	06-May-24
4: Analysis Completed Time					07:43	07:43	07:43
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	01-May-24 14:48	9.0	1.68	1.84	0	0	0
7: DW DW2-Distribution Water-Zone 2	01-May-24 14:28	9.0	1.59	1.74	0	0	0
8: DW DW3-Distribution Water-Zone 3	01-May-24 14:16	9.0	1.32	1.55	0	0	1

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		

Project Specialist,
Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

#1

21-May-2024

Copy:

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 16 May 2024

LR Report: CA14419-MAY24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					17-May-24	17-May-24	17-May-24
2: Analysis Start Time					10:27	10:27	10:27
3: Analysis Completed Date					21-May-24	21-May-24	21-May-24
4: Analysis Completed Time					10:26	10:26	10:26
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	15-May-24 18:57	9.0	1.58	1.78	0	0	0
7: DW DW2-Distribution Water-Zone 2	15-May-24 18:42	9.0	1.29	1.43	0	0	0
8: DW DW3-Distribution Water-Zone 3	15-May-24 18:26	9.0	1.67	2.03	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

03-June-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 30 May 2024

LR Report: CA18847-MAY24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225 Fax:

CERTIFICATE OF ANALYSIS

Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					30-May-24	30-May-24	30-May-24
2: Analysis Start Time					14:33	14:33	14:33
3: Analysis Completed Date					03-Jun-24	03-Jun-24	03-Jun-24
4: Analysis Completed Time					08:59	08:59	08:59
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	29-May-24 09:51	13.0	1.38	1.54	0	0	0
7: DW DW2-Distribution Water-Zone 2	29-May-24 09:29	13.0	1.62	1.79	0	0	0
8: DW DW3-Distribution Water-Zone 3	29-May-24 09:09	13.0	1.50	1.67	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

17-June-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 14 June 2024

LR Report: CA16798-JUN24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225

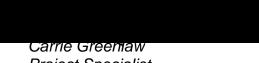
Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				14-Jun-24	14-Jun-24
2: Analysis Start Time				13:10	13:10
3: Analysis Completed Date				17-Jun-24	17-Jun-24
4: Analysis Completed Time				10:04	10:04
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	13-Jun-24 13:48	15.0	0.41	0	0
7: RW RW2-Raw Water-Well PW2	13-Jun-24 13:32	15.0	0.34	0	0
8: RW RW3-Raw Water-Well PW3	13-Jun-24 13:20	15.0	0.32	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENVIMIC-LAK-AN-001



Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

17-June-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 14 June 2024

LR Report: CA16800-JUN24

#1

136 Main St., E.
Shelburne, ON
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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					14-Jun-24	14-Jun-24	14-Jun-24
2: Analysis Start Time					13:10	13:10	13:10
3: Analysis Completed Date					17-Jun-24	17-Jun-24	17-Jun-24
4: Analysis Completed Time					10:04	10:04	10:04
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	13-Jun-24 13:50	15.0	1.68	1.72	0	0	0
7: DW DW2-Distribution Water-Zone 2	13-Jun-24 13:35	15.0	1.49	1.62	0	0	0
8: DW DW3-Distribution Water-Zone 3	13-Jun-24 13:22	15.0	0.92	1.08	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

02-July-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 27 June 2024

LR Report: CA17278-JUN24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					27-Jun-24	27-Jun-24	27-Jun-24
2: Analysis Start Time					16:28	16:28	16:28
3: Analysis Completed Date					28-Jun-24	28-Jun-24	29-Jun-24
4: Analysis Completed Time					16:14	16:14	20:58
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	26-Jun-24 17:00	13.0	1.30	1.42	0	0	0
7: DW DW2-Distribution Water-Zone 2	26-Jun-24 16:30	13.0	1.29	1.46	0	0	1
8: DW DW3-Distribution Water-Zone 3	26-Jun-24 15:11	13.0	1.23	1.41	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project**: PO#017844

08-July-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 04 July 2024

LR Report: CA17850-JUL24

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				04-Jul-24	04-Jul-24
2: Analysis Start Time				15:08	15:08
3: Analysis Completed Date				08-Jul-24	08-Jul-24
4: Analysis Completed Time				10:32	10:32
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	03-Jul-24 10:59	16.0	0.30	0	0
7: RW RW2-Raw Water-Well PW2	03-Jul-24 10:19	16.0	0.62	0	0
8: RW RW3-Raw Water-Well PW3	03-Jul-24 09:40	16.0	0.27	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

15-July-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 11 July 2024

LR Report: CA18361-JUL24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					11-Jul-24	11-Jul-24	11-Jul-24
2: Analysis Start Time					14:16	14:16	14:16
3: Analysis Completed Date					12-Jul-24	12-Jul-24	15-Jul-24
4: Analysis Completed Time					15:43	15:43	10:13
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	10-Jul-24 11:23	16.0	1.29	1.49	0	0	0
7: DW DW2-Distribution Water-Zone 2	10-Jul-24 10:39	16.0	1.52	1.67	0	0	0
8: DW DW3-Distribution Water-Zone 3	10-Jul-24 09:46	16.0	0.98	1.15	0	0	0

Method Descriptions

	•	
Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100ml	Total Coliform by membrane filtration using DC medi	MF-CA-IENVIMIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project:** PO#017844

29-July-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Date Rec.: 25 July 2024 Attn: Don Irvine LR Report: CA17321-JUL24

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					26-Jul-24	26-Jul-24	26-Jul-24
2: Analysis Start Time					12:42	12:42	12:42
3: Analysis Completed Date					29-Jul-24	29-Jul-24	29-Jul-24
4: Analysis Completed Time					10:18	10:18	10:18
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	24-Jul-24 11:35	6.0	1.73	1.94	0	0	0
7: DW DW2-Distribution Water-Zone 2	24-Jul-24 11:10	6.0	1.60	1.72	0	0	0
8: DW DW3-Distribution Water-Zone 3	24-Jul-24 10:40	6.0	1.42	1.55	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

12-August-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 08 August 2024

LR Report: CA16258-AUG24

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				08-Aug-24	08-Aug-24
2: Analysis Start Time				16:40	16:40
3: Analysis Completed Date				09-Aug-24	09-Aug-24
4: Analysis Completed Time				15:52	15:52
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	07-Aug-24 13:29	17.0	0.11	0	0
7: RW RW1-Raw Water-Well PW2	07-Aug-24 13:06	17.0	0.28	0	0
8: RW RW3-Raw Water-Well PW3	07-Aug-24 12:45	17.0	0.12	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/100ml	Total Coliform by membrane filtration using DC medi	MF-CA-IENVIMIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project:** PO#017844

06-September-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Date Rec.: 08 August 2024 Attn: Don Irvine LR Report: CA16258-AUG24

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CERTIFICATE OF ANALYSIS Final Report - Revised

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				08-Aug-24	08-Aug-24
2: Analysis Start Time				16:40	16:40
3: Analysis Completed Date				09-Aug-24	09-Aug-24
4: Analysis Completed Time				15:52	15:52
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	07-Aug-24 13:29	17.0	0.11	0	0
7: RW RW2-Raw Water-Well PW2	07-Aug-24 13:06	17.0	0.28	0	0
8: RW RW3-Raw Water-Well PW3	07-Aug-24 12:45	17.0	0.12	0	0

^{*}Report revised - Station Number corrected for Well PW2.

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001





P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

13-August-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 08 August 2024

LR Report: CA16264-AUG24

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					08-Aug-24	08-Aug-24	08-Aug-24
2: Analysis Start Time					15:11	15:11	15:11
3: Analysis Completed Date					09-Aug-24	09-Aug-24	12-Aug-24
4: Analysis Completed Time					14:39	14:39	16:54
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	07-Aug-24 13:16	17.0	1.21	1.37	0	0	2
7: DW DW2-Distribution Water-Zone 2	07-Aug-24 12:53	17.0	1.47	1.64	0	0	0
8: DW DW3-Distribution Water-Zone 3	07-Aug-24 12:30	17.0	2.07	2.33	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



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Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

26-August-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 22 August 2024

LR Report: CA17130-AUG24

136 Main St., E. Shelburne, ON

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					22-Aug-24	22-Aug-24	22-Aug-24
2: Analysis Start Time					14:02	14:02	14:02
3: Analysis Completed Date					26-Aug-24	26-Aug-24	26-Aug-24
4: Analysis Completed Time					13:33	13:33	13:33
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	21-Aug-24 11:54	16.0	1.35	1.52	0	0	0
7: DW DW2-Distribution Water-Zone 2	21-Aug-24 11:28	16.0	1.56	1.76	0	0	0
8: DW DW3-Distribution Water-Zone 3	21-Aug-24 11:07	16.0	1.54	1.74	0	0	2

Method Descriptions

	•	
Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100ml	Total Coliform by membrane filtration using DC medi	MF-CA-IENVIMIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

09-September-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 05 September 2024

LR Report: CA17895-SEP24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				06-Sep-24	06-Sep-24
2: Analysis Start Time				10:08	10:08
3: Analysis Completed Date				09-Sep-24	09-Sep-24
4: Analysis Completed Time				12:17	12:17
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	04-Sep-24 12:20	16.0	0.21	0	0
7: RW RW2-Raw Water-Well PW2	04-Sep-24 11:40	16.0	0.41	0	0
8: RW RW3-Raw Water-Well PW3	04-Sep-24 11:08	16.0	0.11	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

09-September-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 05 September 2024

LR Report: CA17896-SEP24

136 Main St., E. Shelburne, ON

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					06-Sep-24	06-Sep-24	06-Sep-24
2: Analysis Start Time					10:08	10:08	10:08
3: Analysis Completed Date					09-Sep-24	09-Sep-24	09-Sep-24
4: Analysis Completed Time					12:18	12:18	12:18
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	04-Sep-24 11:58	16.0	1.68	1.81	0	0	1
7: DW DW2-Distribution Water-Zone 2 04-Sep-24 11:22		16.0	1.54	1.75	0	0	0
8: DW DW3-Distribution Water-Zone 3	04-Sep-24 10:44	16.0	1.72	1.95	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

23-September-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 19 September 2024

LR Report: CA18781-SEP24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					19-Sep-24	19-Sep-24	19-Sep-24
2: Analysis Start Time					14:54	14:54	14:54
3: Analysis Completed Date					23-Sep-24	23-Sep-24	23-Sep-24
4: Analysis Completed Time					08:04	08:04	08:04
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	18-Sep-24 10:06	18.0	1.53	1.71	0	0	0
7: DW DW2-Distribution Water-Zone 2	18-Sep-24 09:30	18.0	1.57	1.75	0	0	0
8: DW DW3-Distribution Water-Zone 3	18-Sep-24 09:00	18.0	1.49	1.62	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

07-October-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 02 October 2024

LR Report: CA17728-OCT24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					03-Oct-24	03-Oct-24	03-Oct-24
2: Analysis Start Time					11:13	11:13	11:13
3: Analysis Completed Date					07-Oct-24	07-Oct-24	07-Oct-24
4: Analysis Completed Time					08:06	08:06	08:06
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	02-Oct-24 10:57	9.0	1.20	1.34	0	0	0
7: DW DW2-Distribution Water-Zone 2	02-Oct-24 10:15	9.0	1.53	1.69	0	0	0
8: DW DW3-Distribution Water-Zone 3	02-Oct-24 09:41	9.0	1.62	1.74	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

07-October-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 02 October 2024

LR Report: CA17729-OCT24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				03-Oct-24	03-Oct-24
2: Analysis Start Time				11:13	11:13
3: Analysis Completed Date				07-Oct-24	07-Oct-24
4: Analysis Completed Time				08:06	08:06
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	02-Oct-24 11:15	9.0	0.28	0	0
7: RW RW2-Raw Water-Well PW2	02-Oct-24 10:36	9.0	0.37	0	0
8: RW RW3-Raw Water-Well PW3	02-Oct-24 10:03	9.0	0.09	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 260001354 **Project :** PO#017844

15-October-2024

Date Rec.: 02 October 2024 LR Report: CA17736-OCT24

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CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:	7:	8:	9:	10:	11:	12:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	MAC	MDL	TW TW1-TW System #1 (POE)	TW TW2-TW System #2 (POE)	TW TW3-TW System #3 (POE)	DW DW1-Distribution Water - Zone 1	DW DW2-Distribution Water - Zone 2	DW DW3-Distribution Water - Zone 3
Sample Date & Time							02-Oct-24 11:11	02-Oct-24 10:31	02-Oct-24 10:00	02-Oct-24 10:58	02-Oct-24 10:16	02-Oct-24 09:42
Temperature Upon Receipt [°C]							9.0	9.0	9.0	9.0	9.0	9.0
Free Chlorine [mg/L]							1.50	1.58	1.65	1.20	1.53	1.62
Field Total Chlorine [mg/L]							1.64	1.73	1.81	1.34	1.69	1.74
Nitrite (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35	1	0.003	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td></td><td></td><td></td></mdl<>			
Nitrate (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35	10	0.006	0.076	0.006 <mdl< td=""><td>0.050</td><td></td><td></td><td></td></mdl<>	0.050			
Nitrate + Nitrite (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35		0.006	0.076	0.006 <mdl< td=""><td>0.050</td><td></td><td></td><td></td></mdl<>	0.050			
Trihalomethanes (total) [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30	100 (RAA)	0.37				2.6	1.4	2.3
Bromodichloromethane [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.26				0.89	0.46	0.82
Bromoform [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.34				0.34 <mdl< td=""><td>0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<>	0.34 <mdl< td=""></mdl<>
Chloroform [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.29				0.69	0.47	0.58
Dibromochloromethane [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.37				1.0	0.43	0.93
Total Haloacetic Acids (HAA5) [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30	80 (RAA)	5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>
Bromoacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		2.9				2.9 <mdl< td=""><td>2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<>	2.9 <mdl< td=""></mdl<>
Chloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		4.7				4.7 <mdl< td=""><td>4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<>	4.7 <mdl< td=""></mdl<>
Dichloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		2.6				2.6 <mdl< td=""><td>2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<>	2.6 <mdl< td=""></mdl<>
Dibromoacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		2.0				2.0 <mdl< td=""><td>2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<>	2.0 <mdl< td=""></mdl<>
Trichloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>

MAC - Maximum Acceptable Concentration

MDL - SGS Method Detection Limit



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

LR Report : CA17736-OCT24

Method Descriptions

Units	Description	SGS Method Code
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
mg/L	Nitrate by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Total Nitrate/Nitrite by Ion Chromatograph	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

21-October-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 16 October 2024

LR Report: CA14467-OCT24

136 Main St., E.
Shelburne, ON
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L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					17-Oct-24	17-Oct-24	17-Oct-24
2: Analysis Start Time					11:11	11:11	11:11
3: Analysis Completed Date					21-Oct-24	21-Oct-24	21-Oct-24
4: Analysis Completed Time					12:11	12:11	12:11
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	16-Oct-24 09:59	9.0	1.30	1.44	0	0	1 ABH
7: DW DW2-Distribution Water-Zone 2	16-Oct-24 09:23	9.0	1.34	1.48	0	0	0
8: DW DW3-Distribution Water-Zone 3	16-Oct-24 08:53	9.0	1.44	1.58	0	0	0

ABH - Result is Approximate: May Be Biased High

HPC, in general, can easily be contaminated due to its non-selective nature. Despite our stringent protocols and requirements for lab sterility, incidents of contamination on this media type may occur. In the event there is uncertainty as to the origin of growth on a sample filter, with or without a QC failure, our process is to code/qualify the data to ensure data quality transparency and to properly document any non-conformances.

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC medi	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project :** PO#017844

04-November-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 30 October 2024

LR Report: CA85384-OCT24

136 Main St., E. Shelburne, ON Copy: #1

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					31-Oct-24	31-Oct-24	31-Oct-24
2: Analysis Start Time					11:10	11:10	11:10
3: Analysis Completed Date					04-Nov-24	04-Nov-24	04-Nov-24
4: Analysis Completed Time					09:53	09:53	09:53
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	30-Oct-24 10:19	10.0	1.41	1.61	0	0	1
7: DW DW2-Distribution Water-Zone 2	30-Oct-24 09:24	10.0	1.39	1.55	0	0	1
8: DW DW3-Distribution Water-Zone 3	30-Oct-24 08:39	10.0	1.55	1.73	0	0	0

Method Descriptions

	•			
Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001		

Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

11-November-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 06 November 2024

LR Report: CA14023-NOV24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				07-Nov-24	07-Nov-24
2: Analysis Start Time				11:55	11:55
3: Analysis Completed Date				11-Nov-24	11-Nov-24
4: Analysis Completed Time				08:50	08:50
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	06-Nov-24 14:45	8.0	0.43	0	0
7: RW RW2-Raw Water-Well PW2	06-Nov-24 14:00	8.0	0.28	0	0
8: RW RW3-Raw Water-Well PW3	06-Nov-24 13:25	8.0	0.11	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001



Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

18-November-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 13 November 2024

LR Report: CA14313-NOV24

136 Main St., E. Shelburne, ON

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					14-Nov-24	14-Nov-24	14-Nov-24
2: Analysis Start Time					12:58	12:58	12:58
3: Analysis Completed Date					18-Nov-24	18-Nov-24	18-Nov-24
4: Analysis Completed Time					09:00	09:00	09:00
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	13-Nov-24 09:30	8.0	1.58	1.75	0	0	0
7: DW DW2-Distribution Water-Zone 2	13-Nov-24 10:10	8.0	1.37	1.50	0	0	0
8: DW DW3-Distribution Water-Zone 3	13-Nov-24 09:15	8.0	1.28	1.32	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code		
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001		
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005		
Total Coliform	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001		



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354
Project : PO#017844

02-December-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 28 November 2024

LR Report: CA17191-NOV24

136 Main St., E. Shelburne, ON L9V 3K5, Canada

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Phone: 519-925-1938 ext. 225

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Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					28-Nov-24	28-Nov-24	28-Nov-24
2: Analysis Start Time					14:09	14:09	14:09
3: Analysis Completed Date					02-Dec-24	02-Dec-24	02-Dec-24
4: Analysis Completed Time					08:50	08:50	08:50
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	27-Nov-24 10:20	6.0	1.41	1.51	0	0	0
7: DW DW2-Distribution Water-Zone 2	27-Nov-24 09:50	6.0	1.38	1.47	0	0	0
8: DW DW3-Distribution Water-Zone 3	27-Nov-24 10:05	6.0	2.08	2.20	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC media	ME-CA-IENVIMIC-LAK-AN-001





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Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project : PO#017844

09-December-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine Date Rec.: 04 December 2024

LR Report: CA14237-DEC24

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Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Turbidity NTU	Total Coliform cfu/100mL	E. Coli cfu/100mL
1: Analysis Start Date				05-Dec-24	05-Dec-24
2: Analysis Start Time				12:09	12:09
3: Analysis Completed Date				06-Dec-24	06-Dec-24
4: Analysis Completed Time				15:49	15:49
5: MAC				0	0
6: RW RW1-Raw Water-Well PW1	04-Dec-24 14:50	6.0	0.34	0	0
7: RW RW2-Raw Water-Well PW2	04-Dec-24 15:15	6.0	0.12	0	0
8: RW RW3-Raw Water-Well PW3	04-Dec-24 14:30	6.0	0.18	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Total Coliform	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001



Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354

Project: PO#017844

16-December-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 12 December 2024

LR Report: CA16723-DEC24

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Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					12-Dec-24	12-Dec-24	12-Dec-24
2: Analysis Start Time					13:36	13:36	13:36
3: Analysis Completed Date					16-Dec-24	16-Dec-24	16-Dec-24
4: Analysis Completed Time					08:35	08:35	08:35
5: MAC					0	0	
6: DW DW1-Distribution Water-Zone 1	11-Dec-24 11:20	7.0	1.38	1.56	0	0	0
7: DW DW2-Distribution Water-Zone 2	11-Dec-24 10:55	7.0	1.29	1.42	0	0	0
8: DW DW3-Distribution Water-Zone 3	11-Dec-24 11:10	7.0	1.94	2.11	0	0	0

Method Descriptions

Parameter	Description	SGS Method Code
E. Coli	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
Heterotrophic Plate Count (HPC)	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
Total Coliform	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001

Carrie Greenlaw Project Specialist,

Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 **Project:** PO#017844

27-December-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Date Rec.: 23 December 2024 Attn: Don Irvine

LR Report: CA18228-DEC24

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Total Coliform cfu/100mL	E. Coli cfu/100mL	Heterotrophic Plate Count (HPC) cfu/1mL
1: Analysis Start Date					24-Dec-24	24-Dec-24	24-Dec-24
2: Analysis Start Time					10:17	10:17	10:17
3: Analysis Completed Date					27-Dec-24	27-Dec-24	27-Dec-24
4: Analysis Completed Time					10:07	10:07	10:07
5: MAC					0	0	
6: DW DW2-Distribution Water-Zone 2	23-Dec-24 11:00	7.0	1.49	1.56	0	0	0
7: DW DW3-Distribution Water-Zone 3	23-Dec-24 10:15	7.0	1.85	2.02	0	0	0

Method Descriptions

Units	Description	SGS Method Code
cfu/100mL	E.Coli by membrane filtration on DC media	ME-CA-[ENV]MIC-LAK-AN-001
cfu/1mL	Heterotrophic Plate Count by membrane filtration	ME-CA-[ENV]MIC-LAK-AN-005
cfu/100mL	Total Coliform by membrane filtration using DC media	ME-CA-[ENV]MIC-LAK-AN-001



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

09-April-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 04 April 2024

LR Report: CA16397-APR24

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Free Chlorine mg/L	Total Chlorine mg/L	Field pH no unit	Alkalinity mg/L as CaCO3
1: Analysis Start Date						05-Apr 24
2: Analysis Start Time						16:16
3: Analysis Completed Date						08-Apr-24
4: Analysis Completed Time						15:21
6: AO/OG					6.5-8.5	30-500
7: MDL						2
8: DW DW1-Distribution Water-Zone 1	03-Apr-24 11:17	9.0	1.78	1.93	7.4	251
9: DW DW2-Distribution Water-Zone 2	03-Apr-24 10:42	9.0	1.51	1.66	7.4	251
10: DW DW3-Distribution Water-Zone 3	03-Apr-24 10:11	9.0	1.59	1.81	7.4	256

AO/OG - Aesthetic Objective / Operational Guideline MDL - SGS Method Detection Limit

Method Descriptions

Parameter	Description	SGS Method Code
Alkalinity	Alkalinity by Titration	ME-CA-[ENV]EWL-LAK-AN-006



Hawley Anderson, Hon.B.Sc Project Specialist, Environment, Health & Safety



P.O. Box 4300 - 185 Concession St. Lakefield - Ontario - KOL 2HO

Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

16-July-2024

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

Date Rec.: 11 July 2024

LR Report: CA18374-JUL24

136 Main St., E. Shelburne, ON

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Phone: 519-925-1938 ext. 225

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CERTIFICATE OF ANALYSIS Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Field Total Chlorine mg/L	Field Free Chlorine mg/L	Field pH no unit	Alkalinity mg/L as CaCO3
1: Analysis Start Date						11-Jul-24
2: Analysis Start Time						14:23
3: Analysis Completed Date						15-Jul-24
4: Analysis Completed Time						10:00
5: AO/OG					6.5-8.5	30-500
6: MDL						2
7: DW DW1-Distribution Water-Zone 1	10-Jul-24 11:24	16.0	1.49	1.29	7.5	270
8: DW DW2-Distribution Water-Zone 2	10-Jul-24 10:40	16.0	1.67	1.52	7.5	265
9: DW DW3-Distribution Water-Zone 3	10-Jul-24 09:47	16.0	1.15	0.98	7.4	261

 $\mbox{AO/OG}$ - Aesthetic Objective / Operational Guideline MDL - SGS Method Detection Limit

Method Descriptions

Units	Description	SGS Method Code
mg/L as CaCO3	Alkalinity by Titration	ME-CA-[ENV]EWL-LAK-AN-006



Project Specialist,
Environment, Health & Safety



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 260001354 **Project :** PO#017844

11-January-2024

Date Rec.: 03 January 2024 LR Report: CA17803-JAN24

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CERTIFICATE OF ANALYSIS Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: MAC	6: MDL	7: TW TW1-TW System #1 (POE)	8: TW TW2-TW System #2 (POE)	9: TW TW3-TW System #3 (POE)	10: DW DW1-Distribution Water-Zone 1	11: DW DW2-Distribution Water-Zone 2	12: DW DW3-Distribution Water-Zone 3
Sample Date & Time							03-Jan-24 09:44	03-Jan-24 09:29	03-Jan-24 09:09	03-Jan-24 09:41	03-Jan-24 09:26	03-Jan-24 09:06
Temperature Upon Receipt [°C]							8.0	8.0	8.0	8.0	8.0	8.0
Field Total Chlorine [mg/L]							1.94	2.01	2.19	1.94	2.01	2.19
Field Free Chlorine [mg/L]							1.75	1.79	1.86	1.75	1.79	1.86
Nitrite (as N) [mg/L]	05-Jan-24	07:47	08-Jan-24	14:04	1	0.003	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td></td><td></td><td></td></mdl<>			
Nitrate (as N) [mg/L]	05-Jan-24	07:47	08-Jan-24	14:04	10	0.006	0.069	0.006 <mdl< td=""><td>0.042</td><td></td><td></td><td></td></mdl<>	0.042			
Nitrate + Nitrite (as N) [mg/L]	05-Jan-24	07:47	08-Jan-24	14:04		0.006	0.069	0.006 <mdl< td=""><td>0.042</td><td></td><td></td><td></td></mdl<>	0.042			
Trihalomethanes (total) [ug/L]	05-Jan-24	14:15	10-Jan-24	16:07	100 (RAA)	0.37				0.59	0.69	0.37 <mdl< td=""></mdl<>
Bromodichloromethane [ug/L]	05-Jan-24	14:15	10-Jan-24	16:07		0.26				0.27	0.29	0.26 <mdl< td=""></mdl<>
Bromoform [ug/L]	05-Jan-24	14:15	10-Jan-24	16:07		0.34				0.34 <mdl< td=""><td>0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<>	0.34 <mdl< td=""></mdl<>
Chloroform [ug/L]	05-Jan-24	14:15	10-Jan-24	16:07		0.29				0.31	0.40	0.29 <mdl< td=""></mdl<>
Dibromochloromethane [ug/L]	05-Jan-24	14:15	10-Jan-24	16:07		0.37				0.37 <mdl< td=""><td>0.37 <mdl< td=""><td>0.37 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.37 <mdl< td=""><td>0.37 <mdl< td=""></mdl<></td></mdl<>	0.37 <mdl< td=""></mdl<>
Total Haloacetic Acids (HAA5) [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04	80 (RAA)	5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>
Bromoacetic Acid [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04		2.9				2.9 <mdl< td=""><td>2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<>	2.9 <mdl< td=""></mdl<>
Chloroacetic Acid [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04		4.7				4.7 <mdl< td=""><td>4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<>	4.7 <mdl< td=""></mdl<>
Dichloroacetic Acid [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04		2.6				2.6 <mdl< td=""><td>2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<>	2.6 <mdl< td=""></mdl<>
Dibromoacetic Acid [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04		2.0				2.0 <mdl< td=""><td>2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<>	2.0 <mdl< td=""></mdl<>
Trichloroacetic Acid [ug/L]	06-Jan-24	07:55	10-Jan-24	10:04		5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>

MAC - Maximum Acceptable Concentration

MDL - SGS Method Detection Limit



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

LR Report : CA17803-JAN24

Method Descriptions

Units	Description	SGS Method Code
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
mg/L	Nitrate by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Total Nitrate/Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004

Corrio Crooklaw



Phone: 705-652-2000 FAX: 705-652-6365

09-April-2024

Works #:

Project:

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

 Date Rec. :
 04 April 2024

 LR Report:
 CA16404-APR24

260001354

PO#017844

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:	7:	8:	9:	10:	11:	12:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	MAC	MDL	TW TW1-TW System #1 (POE)	TW TW2-TW System #2 (POE)	TW TW3-TW System #3 (POE)	DW DW1-Distribution Water - Zone 1	DW DW2-Distribution Water - Zone 2	DW DW3-Distribution Water - Zone 3
Sample Date & Time							03-Apr-24 11:09	03-Apr-24 10:35	03-Apr-24 10:04	03-Apr-24 11:12	03-Apr-24 10:37	03-Apr-24 10:05
Temperature Upon Receipt [°C]							10.0	10.0	10.0	10.0	10.0	10.0
Free Chlorine [mg/L]							1.78	1.51	1.59	1.78	1.51	1.59
Total Chlorine [mg/L]							1.93	1.66	1.81	1.93	1.66	1.81
Nitrite (as N) [mg/L]	05-Apr-24	12:37	08-Apr-24	10:27	1	0.003	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td></td><td></td><td></td></mdl<>			
Nitrate (as N) [mg/L]	05-Apr-24	12:37	08-Apr-24	10:27	10	0.006	0.068	0.006 <mdl< td=""><td>0.043</td><td></td><td></td><td></td></mdl<>	0.043			
Nitrate + Nitrite (as N) [mg/L]	05-Apr-24	12:37	08-Apr-24	10:27		0.006	0.068	0.006 <mdl< td=""><td>0.043</td><td></td><td></td><td></td></mdl<>	0.043			
Trihalomethanes (total) [ug/L]	05-Apr-24	10:23	08-Apr-24	13:55	100 (RAA)	0.37				0.69	0.76	1.1
Bromodichloromethane [ug/L]	05-Apr-24	10:23	08-Apr-24	13:55		0.26				0.29	0.35	0.33
Bromoform [ug/L]	05-Apr-24	10:23	08-Apr-24	13:55		0.34				0.34 <mdl< td=""><td>0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<>	0.34 <mdl< td=""></mdl<>
Chloroform [ug/L]	05-Apr-24	10:23	08-Apr-24	13:55		0.29				0.40	0.41	0.32
Dibromochloromethane [ug/L]	05-Apr-24	10:23	08-Apr-24	13:55		0.37				0.37 <mdl< td=""><td>0.37 <mdl< td=""><td>0.41</td></mdl<></td></mdl<>	0.37 <mdl< td=""><td>0.41</td></mdl<>	0.41
Total Haloacetic Acids (HAA5) [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19	80 (RAA)	5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>
Bromoacetic Acid [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19		2.9				2.9 <mdl< td=""><td>2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<>	2.9 <mdl< td=""></mdl<>
Chloroacetic Acid [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19		4.7				4.7 <mdl< td=""><td>4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<>	4.7 <mdl< td=""></mdl<>
Dichloroacetic Acid [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19		2.6				2.6 <mdl< td=""><td>2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<>	2.6 <mdl< td=""></mdl<>
Dibromoacetic Acid [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19		2.0				2.0 <mdl< td=""><td>2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<>	2.0 <mdl< td=""></mdl<>
Trichloroacetic Acid [ug/L]	06-Apr-24	07:38	09-Apr-24	10:19		5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>

MAC - Maximum Acceptable Concentration

MDL - SGS Method Detection Limit



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

LR Report : CA16404-APR24

Method Descriptions

Units	Description	SGS Method Code
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
mg/L	Nitrate by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Total Nitrate/Nitrite by Ion Chromatograph	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004



Phone: 705-652-2000 FAX: 705-652-6365

12-July-2024

Works #:

Project:

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

 Date Rec. :
 04 July 2024

 LR Report:
 CA17874-JUL24

260001354

PO#017844

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Copy: #1

Phone: 519-925-1938 ext. 225

Fax:

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:	7:	8:	9:	10:	11:	12:
	Analysis	Analysis Start	Analysis	Analysis	MAC	MDL	TW TW1-TW	TW TW2-TW	TW TW3-TW	DW DW1-Distribution	DW DW2-Distribution	DW DW3-Distribution
	Start Date	Time	Completed	Completed			System #1 (POE)	System #2 (POE)	System #3 (POE)	Water - Zone 1	Water - Zone 2	Water - Zone 3
			Date	Time								
Sample Date & Time							03-Jul-24 10:55	03-Jul-24 10:17	03-Jul-24 09:33	03-Jul-24 10:36	03-Jul-24 10:02	03-Jul-24 09:17
Temperature Upon Receipt [°C]							16.0	16.0	16.0	16.0	16.0	16.0
Field Total Chlorine [mg/L]							1.69	1.74	1.66	1.63	1.73	1.57
Field Free Chlorine [mg/L]							1.53	1.58	1.47	1.44	1.51	1.41
Nitrite (as N) [mg/L]	06-Jul-24	06:56	08-Jul-24	19:29	1	0.003	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td></td><td></td><td></td></mdl<>			
Nitrate (as N) [mg/L]	06-Jul-24	06:56	08-Jul-24	19:29	10	0.006	0.082	0.006 <mdl< td=""><td>0.042</td><td></td><td></td><td></td></mdl<>	0.042			
Nitrate + Nitrite (as N) [mg/L]	06-Jul-24	06:56	08-Jul-24	19:29		0.006	0.082	0.006 <mdl< td=""><td>0.042</td><td></td><td></td><td></td></mdl<>	0.042			
Trihalomethanes (total) [ug/L]	05-Jul-24	11:15	08-Jul-24	12:19	100 (RAA)	0.37				1.4	1.2	2.2
Bromodichloromethane [ug/L]	05-Jul-24	11:15	08-Jul-24	12:19		0.26				0.46	0.36	0.72
Bromoform [ug/L]	05-Jul-24	11:15	08-Jul-24	12:19		0.34				0.34 <mdl< td=""><td>0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<>	0.34 <mdl< td=""></mdl<>
Chloroform [ug/L]	05-Jul-24	11:15	08-Jul-24	12:19		0.29				0.41	0.43	0.52
Dibromochloromethane [ug/L]	05-Jul-24	11:15	08-Jul-24	12:19		0.37				0.55	0.37	0.95
Total Haloacetic Acids (HAA5) [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00	80 (RAA)	5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>
Bromoacetic Acid [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00		2.9				2.9 <mdl< td=""><td>2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<>	2.9 <mdl< td=""></mdl<>
Chloroacetic Acid [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00		4.7				4.7 <mdl< td=""><td>4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<>	4.7 <mdl< td=""></mdl<>
Dichloroacetic Acid [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00		2.6				2.6 <mdl< td=""><td>2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<>	2.6 <mdl< td=""></mdl<>
Dibromoacetic Acid [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00		2.0				2.0 <mdl< td=""><td>2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.0 <mdl< td=""><td>2.0 <mdl< td=""></mdl<></td></mdl<>	2.0 <mdl< td=""></mdl<>
Trichloroacetic Acid [ug/L]	11-Jul-24	06:52	12-Jul-24	10:00		5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>

MAC - Maximum Acceptable Concentration

MDL - SGS Method Detection Limit



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

LR Report : CA17874-JUL24

Method Descriptions

Units	Description	SGS Method Code
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
mg/L	Nitrate by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Total Nitrate/Nitrite by Ion Chromatograph	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004

Carrie Greenlaw Project Specialist,

Environment, Health & Safety



Phone: 705-652-2000 FAX: 705-652-6365

OCWA-Highlands South (Mini Lakes Communal Well Supply DWS)

Attn: Don Irvine

136 Main St., E. Shelburne, ON L9V 3K5, Canada

Phone: 519-925-1938 ext. 225

Fax:

Works #: 260001354 **Project :** PO#017844

15-October-2024

Date Rec.: 02 October 2024 LR Report: CA17736-OCT24

Copy: #1

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1:	2:	3:	4:	5:	6:	7:	8:	9:	10:	11:	12:
	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	MAC	MDL	TW TW1-TW System #1 (POE)	TW TW2-TW System #2 (POE)	TW TW3-TW System #3 (POE)	DW DW1-Distribution Water - Zone 1	DW DW2-Distribution Water - Zone 2	DW DW3-Distribution Water - Zone 3
Sample Date & Time							02-Oct-24 11:11	02-Oct-24 10:31	02-Oct-24 10:00	02-Oct-24 10:58	02-Oct-24 10:16	02-Oct-24 09:42
Temperature Upon Receipt [°C]							9.0	9.0	9.0	9.0	9.0	9.0
Free Chlorine [mg/L]							1.50	1.58	1.65	1.20	1.53	1.62
Field Total Chlorine [mg/L]							1.64	1.73	1.81	1.34	1.69	1.74
Nitrite (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35	1	0.003	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td>0.003 <mdl< td=""><td></td><td></td><td></td></mdl<></td></mdl<>	0.003 <mdl< td=""><td></td><td></td><td></td></mdl<>			
Nitrate (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35	10	0.006	0.076	0.006 <mdl< td=""><td>0.050</td><td></td><td></td><td></td></mdl<>	0.050			
Nitrate + Nitrite (as N) [mg/L]	04-Oct-24	10:55	07-Oct-24	13:35		0.006	0.076	0.006 <mdl< td=""><td>0.050</td><td></td><td></td><td></td></mdl<>	0.050			
Trihalomethanes (total) [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30	100 (RAA)	0.37				2.6	1.4	2.3
Bromodichloromethane [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.26				0.89	0.46	0.82
Bromoform [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.34				0.34 <mdl< td=""><td>0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	0.34 <mdl< td=""><td>0.34 <mdl< td=""></mdl<></td></mdl<>	0.34 <mdl< td=""></mdl<>
Chloroform [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.29				0.69	0.47	0.58
Dibromochloromethane [ug/L]	07-Oct-24	10:29	08-Oct-24	13:30		0.37				1.0	0.43	0.93
Total Haloacetic Acids (HAA5) [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30	80 (RAA)	5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>
Bromoacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		2.9				2.9 <mdl< td=""><td>2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.9 <mdl< td=""><td>2.9 <mdl< td=""></mdl<></td></mdl<>	2.9 <mdl< td=""></mdl<>
Chloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		4.7				4.7 <mdl< td=""><td>4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	4.7 <mdl< td=""><td>4.7 <mdl< td=""></mdl<></td></mdl<>	4.7 <mdl< td=""></mdl<>
Dichloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		2.6				2.6 <mdl< td=""><td>2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	2.6 <mdl< td=""><td>2.6 <mdl< td=""></mdl<></td></mdl<>	2.6 <mdl< td=""></mdl<>
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Trichloroacetic Acid [ug/L]	11-Oct-24	07:09	15-Oct-24	09:30		5.3				5.3 <mdl< td=""><td>5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<></td></mdl<>	5.3 <mdl< td=""><td>5.3 <mdl< td=""></mdl<></td></mdl<>	5.3 <mdl< td=""></mdl<>

MAC - Maximum Acceptable Concentration

MDL - SGS Method Detection Limit



Phone: 705-652-2000 FAX: 705-652-6365

Works #: 260001354 Project : PO#017844

LR Report : CA17736-OCT24

Method Descriptions

		<u>'</u>
Units	Description	SGS Method Code
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
mg/L	Nitrate by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Total Nitrate/Nitrite by Ion Chromatograph	ME-CA-[ENV]IC-LAK-AN-001
mg/L	Nitrite by Ion Chromatography	ME-CA-[ENV]IC-LAK-AN-001
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	HAA wtr - DW	ME-CA-[ENV]GC-LAK-AN-013
ug/L	VOC wtr - THM	ME-CA-[ENV]GC-LAK-AN-004



REPORT ADM-2025-026

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: June 18, 2025

SUBJECT: Boreham Park Safety Study

RECOMMENDATION

That Report ADM-2025-026 entitled Boreham Park Safety Study be received; and

That Council direct staff to carryout the recommendations outlined in this report.

Purpose

The purpose of this report is to provide Council with the Boreham Park Safety Study, and to advise Council regarding the estimated costs and funding options to implement the recommendations.

Background

At the September 25, 2024 meeting Council directed staff to proceed with a safety study of Boreham Park as outlined in the scope of work presented at that meeting. The Safety Study is attached to this report as Schedule "A".

In accordance with the recommendations outlined in Schedule "A", staff have provided recommendations, estimated costs, and estimated timelines for each item under the Financial Implications section.

Financial Implications

Item #	Staff Recommendation	Estimated Cost	Estimated Timeline
5.3.ii	Staff will work with the Township	Next steps to be	Next steps to be
	solicitor on next steps related to	determined by staff.	determined by staff.

	tree and shrub maintenance on abutting properties.		
5.3.iii	Signage to be installed at the park entrance advising of park hours (sunrise to sunset).	\$200 to be funded through parks operating budget. Any overruns will be funded by the overall surplus. To be installed by Parks staff.	Immediate
5.3.iv	No action required as indicated in the report as current scheduled maintenance occurs on a weekly basis.	Not applicable	Not applicable
5.3.v	Staff recommend proper budgeting for this extensive work, subject to public consultation and Council approval through the Recreation and Parks Master Plan Update to determine the need and practicality of installing a 1.8m chain link fence along South, West, and North boundaries of the park.	\$40,000	To be considered as part of the Recreation and Parks Master Plan update with public consultation and budget deliberations.
5.3.vi	Signage to be installed at the rear northwest corner near the stormwater grate.	\$200 to be funded through parks operating budget. Any overruns will be funded by the overall surplus. To be installed by Parks staff.	July 2025
5.3.vii	Pavement markings using a rubber epoxy paint to be applied to the outline of the foundation bases.	\$1000 to be funded through parks operating budget. Any overruns will be funded by the overall	August 2025

		surplus. To be applied by Parks staff.	
5.3.viii	Installation of 3ft hip fence along the northern and southern limit of play structure area.	\$10,000 to be funded through Cash in Lieu of Parkland Restricted Reserve. To be installed by an external contractor.	September – December 2025
5.3.viii cont.	Removal of the top row of armour stone and a gradual slope to the top of the cross culvert be established to address the identified safety concern. Additionally, culvert end caps will be fabricated and installed.	\$1000 to be funded through parks operating budget. Any overruns will be funded by the overall surplus. To be installed by Parks staff.	September – December 2025
5.3.ix	Foundation trip hazard is addressed through the installation of a hip fence.	Not applicable	Not applicable

1.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

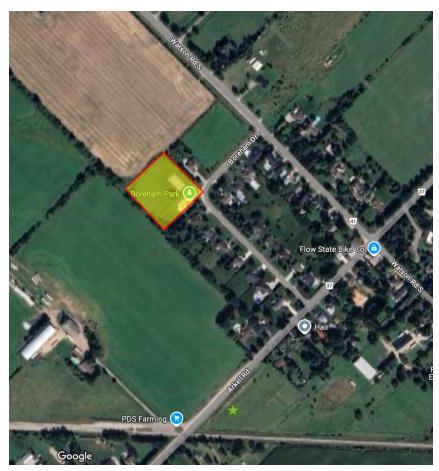
Schedule "A" Boreham Park Safety Study prepared by Urban in Mind dated April 8, 2025

Respectfully submitted,	
Courtenay Hoytfox	
Interim CAO	

TOWNSHIP OF PUSLINCH BOREHAM DRIVE PARK

'General Safety' Assessment

April 8th, 2025



(Base Image taken from Google Maps – Nov

Prepared by: Urban in Mind, Professional Urban Planning, Land Development & CPTED Consultants

www.UrbanInMind.ca (905) 320-8120



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PREFACE:

ABOUT URBAN IN MIND:

Urban in Mind was established in 2015, and is a professional boutique Urban Planning, Land Development and CPTED consulting firm that assists property owners and communities with their land development and CPTED needs. The firm specializes in site investigation, conceptual design, planning approvals, and Crime Prevention Through Environmental Design (CPTED) Analysis/Audits for existing and proposed developments. Through this experience and training, Urban in Mind is also able to professionally comment on general site safety as viewed through the site user's perspective.

Urban in Mind was created to offer an honest, fair, affordable, and exceptional customer service experience. Urban in Mind is passionate about Urban Design and the relationship that built-form has with the surrounding community, safety, and the people who live, work, and play within it.

ABOUT THE AUTHOR:

Terrance Glover, RPP, CPT, MCIP, is the principal and founder of 'Urban in Mind' and has a team of expert planning professionals assisting him to provide professional advice and exceptional customer service.

Terrance currently has over 30 years of direct planning experience in all aspects of urban planning, development, policy, urban design, and CPTED review. Throughout his career, he has held the positions of Planning Technician, Planner, Senior Development Planner, Senior Policy Planner, Manager of Planning, as well as Administrator of Planning Services and the Director of Community Planning & Building Services and currently as Principal Planner at Urban in Mind. He is a Registered Professional Planner (OPPI), Certified Planning Technician (CACPT), and member of CPTED-Canada. He is also fully qualified by the 'Office of the Attorney General for the State of Florida' (2008) as an advanced CPTED specialist and is also a member and past Board Member of CPTED-Ontario (now CPTED-Canada).

Through his education and experience, Terrance has become a leader in CPTED review and design in Ontario, working on numerous projects for the City of London (ON), Peel District School Board, City of Guelph, City of Brantford, and most recently the Metrolinx 'Innisfil Go Station' as examples. In addition, Terrance has also assisted the 'Police Crime Prevention Academy' that serves police forces throughout the United Kingdom.

GENERAL DISCLAIMER:

By applying Safety Review recommendations to a property/development an increased likelihood of improved user safety is realized. However, it should also be understood there is never a sure-fire method to prevent all harm on a site. Accidents will happen regardless of the steps taken to prevent it.

The below 'General Safety' assessment and recommendations are not intended to make the subject property (including structures, apparatus, etc.) "safety proof", however it will address a

number of observed safety issues by providing recommendations to improve the property's observed safety hazards.

This report should not be viewed as fact, but rather the professional opinions of the author based on subject property site inspection(s), research, analytical review, and professional skills/knowledge.

1.0 INTRODUCTION:

Urban in Mind has been retained by the Township of Puslinch (Staff Report ADM-2024-045) to inspect, review, analyse and conduct a General Safety analysis, and provide recommendations to improve the 'Boreham Drive' municipal park.

The property's physical space was visited/inspected by the author & Urban in Mind staff on November 5th, 2024, from approximately 1pm – 3pm.

A follow-up 'as-built' inspection of the site is recommended once recommendations, and possible improvements have been implemented - <u>but is not necessarily required</u>.

2.0 Safety Policy Review:

2.1 County of Wellington Safety Policies:

The Township of Puslinch is a two-tier municipality with Wellington County being its parent or higher-tier approval authority. The Township's Official Plan must conform to the (higher-tier) Wellington County Official Plan policies. As such, a review of current County of Wellington safety policies is required. The following policies should be considered as part of any general safety review:

County of Wellington Official Plan:

While the terms 'Safe' and 'Safety' are included in the documents various sections. Applicable references to 'Safe/Safety' are as follows:

'Section 10.1.1 – General Policies, All New Lots'

"... The County will strive to ensure that: health and safety issues are addressed"

'Section 13.12.2 d) – Parkland Requirements / Parkland Dedication'

"Land with adequate street frontage to provide for visibility and safety"

'Section 13.14 - Maintenance and Occupancy Standards'

"This Plan wants to ensure that our communities are pleasant, healthy, and <u>safe</u> places to live, shop, and recreate."

~ Other general references within the Official Plan mainly pertain to vehicular and pedestrian movements, flood flows / flood waters, the safety and cleanliness of buildings.

Other County Safety Policies:

'Section 4.2.2 Active Living Infrastructure'

"Integrating active living infrastructure such as parks, trails, sidewalks, street lighting and bike racks into community design can encourage and support an increase in physical activity by making active transportation and recreation visible and accessible to residents. Some strategies can include:

Designing streets that are <u>safer</u> for pedestrians and cyclists include features such as narrower streets, bicycle lanes, sidewalks, landscaping, parallel parking and traffic calming measures. These in turn help to increase cyclist and pedestrian activity; and

Providing recreational facilities, parks, trails and <u>safe places</u> to play outside can result in a higher physical activity level for all age groups, particularly children and youth."

Committees / Groups:

The "Safe Communities Wellington County" includes the following Vision Statement:

- "...to make Wellington County the safest and healthiest place to live, learn, work and thrive in Canada. We strive to make our communities safer by promoting and creating a safe environment and protecting others from harm."
 - This organization primarily focuses on the improved involvement of first responders and the human services system; however, preventative physical design improvements and strategies are also inferred to be important.
- ~ The author <u>could not locate</u> any further relevant references to 'Safe/Safety' policies/requirements within the County's collection of Policies, Procedures, and/or Guideline documents.

2.2 Township of Puslinch Policy:

While the Township of Puslinch safety policies are assumed to be in conformity with all Wellington County policies, a review of current Township safety policies is still required. The following policies should be considered as part of any general safety review:

The Township of Puslinch Zoning By-law 023-18 (consolidated 2021):

~ The author <u>could not locate</u> any reference to 'Safety' policies/requirements within the Township's current Zoning By-law 023-18.

Other Township Safety Policies:

~ The author <u>could not locate</u> any further relevant references to 'Safety' policies/requirements within the Township's collection of Policies, Procedures, and/or Guideline documents.

3.0 Subject Property (Site Context):

3.1 Boreham Drive Municipal Park:

Boreham Drive Municipal Park is located within the Village of Arkell, being within the Township of Puslinch, Ontario. The park is situated in the northwest corner of the Boreham Drive residential subdivision (Figure #1), and within walking distance of the Arkell Village centre (at Watson Road South and Arkell Road). The municipal park provides high quality accessible 'bee themed' playground equipment (by Jambette of Quebec) for children on a rubberized base ground cover, covered family seating/tables abutting the playground, a hard surfaced basketball court, and a recreational sports field area (Figure #2). The site abuts low density single detached residential housing to the south and east, and cash-crop farm fields to the north and west. Although there are no dedicated parking spaces for the park, ample street parking is available along Boreham Drive, which in turn allows local residents the ability to monitor park use and area visitors.

While the park's play equipment and areas appear "safe" (as reasonably possible), there are elements of the overall park area that can reasonably be improved for the purposes of "general" user safety/security. By addressing identified overall issues/concerns contained within this Report, the subject park should become "safer" (from a logical and reasonableness point of view).



Figure 1 — Boreham Municipal Park (subject property) - (Note: Pre-Play Structure / sitting Installation)

Figure 2 – Boreham Drive Municipal Park (Street Frontage Views)

(2024 - Google Maps Street View)







3.2 Surrounding Land Uses:

As demonstrated in 'Figure 1' above, the lands surrounding the subject park are generally comprised of low density single detached residential dwellings, and cash-crop field agriculture uses. Within the greater settlement area of Arkell, a few commercial (minor retail/food service) and institutional uses are located near the Village Centre (Watson & Arkell Roads), with an active railway corridor running within 400m of the park site (as the bee flies).

While the adjacent dwellings provide some overlook onto the park area, in reality their views are generally too obscured by vegetation or building window location to be useful as a reactive safety measure. However, the open and active street view to the park area does provide natural

surveillance opportunities during the day. These factors create a (relatively speaking) positive overall effect on daytime sightlines for the park.

4.0 General Concerns by Township / Community:

With the perceived community safety issues with the park the Township has requested specific consideration of the following concerns:

Overall General Park Safety

As such, Urban in Mind has physically reviewed the site and considered safety aspects that could improve the general safety of the park.

5.0 General Site Safety Analysis:

5.1 Site Inspection / Review:

As previously mentioned, the Boreham Drive municipal park has been physically inspected against safety concerns by the author on November 5^{th} , 2024, from approximately 1pm – 3pm.

As such, Urban in Mind has reviewed the site and can provide opinioned safety advice on the current site issues, as well as recommend improvements to park space.

5.2 Site Safety Comments / Recommendations:

The general 'Safety' of a site is based on physical and perceived risk of the property and its users, as well as possible abutting risks. This is essentially the criteria used to evaluate a site's safeness. As such, the below review of the site is a holistic approach based on the author's experience, training, and professional intuition of the noted criteria.

The Boreham Drive municipal park is a public access daytime only (assumed) use park. While current signage does not restrict day/night usage, nighttime usage would be unusual due to insufficient lighting. The park generally has clear sight lines from the roadway, and partially obstructed sightlines from the abutting residential homes.

Generally speaking, the park can be considered reasonably 'safe', as its equipment/furniture is designed by a highly reputable Canadian children's play structure manufacturer, and its grass field and asphalt play areas are in generally good repair. Nonetheless, identification of the Site's observed 'safety' deficiencies and resulting recommendations are provided below:

5.3 General Comments / Recommendations (SAFETY Related):

- i. Generally speaking, the Park site and its facilities should be considered safe, <u>with the exception of</u> minor site vegetation maintenance, boundary fencing, concrete trip hazards, stormwater facility protections, and stormwater ditch slope mitigation.
- ii. The perimeter of the site contains existing tree and shrub vegetation. The areas abutting the farm fields are poorly maintained with a risk of injury from falling trees/limbs, etc., and should be pruned and/or removed as soon as possible (Figure 3) by the respective landowner. Regardless, legal opinion should be sought by the Town as to who is responsible and liable should an accident occur, and what mitigations can be completed.
- iii. In terms of site illumination, either full lighting should be installed at the play areas, **OR**, visible signage advising of park hours of use (i.e., sunrise to sunset) should be posted at the street entrance.
- iv. Continued and regularly scheduled monitoring and maintenance (i.e. as current situation) of pedestrian garbage receptacles is recommended.
- v. To deter user and ball/toy trespass (to/from) the park site and create a safe space for children, a black vinyl coated 1.8m chain link fence (as a minimum) is recommended to be installed along the South, West and North boundaries of the park site. This could/should replace the existing page-wire fence that is in itself a hazard due to sharp edges and potential rust.
- vi. A large stormwater grate is located near the rear northwest corner of the site, and due to its hidden nature, creates a potential safety risk if someone were to be injured or trapped in this location (**Figure 4**). To mitigate this concern, the area surrounding the stormwater grate should be visibly open and free from vegetation. Continuation of the regularly scheduled sod cutting is highly recommended in the surrounding area with visible 'danger' warning signs.

Figure 3
Examples of decayed and dead boundary vegetation







Figure 4
Hidden property boundary stormwater grate



vii. Another safety issue/concern is the potential tripping hazard with the uneven concrete family sitting structure foundations (**Figure 5**). Due to the varied grades of the concrete pad/foundations, especially being near the children's play area, a high risk of tripping is created. To mitigate this risk, both highly visible pavement markings and material infill (asphalt, rubberized surface, etc. similar to play area) or concreate grinding with bright colour to create a visible slope rather than edge would assist in mitigating the safety risk. Alternatively, replacement of the foundations, or raising of the concrete pad would further resolve this concern.

Figure 5
Potential Trip Hazard(s) – Sitting Area







- viii. Due to its location on the park site, and proximity to children's play area, concerns have been raised regarding the potential safety hazards of the existing on-site stormwater facilities. These facilities include stormwater swale slope and depth, locations, general need, culvert pipe headwall armor stone materials and structure. As such the following recommendations specifically addressing the stormwater system are suggested:
 - The southern swale (Figure 6) could be reconstructed with a buried pipe system to reduce safety concerns near the children's play area (**Figure 8**). Alternatively a vinyl coated black meshed or chain link 'Hip-Fence', or similar (approx. 3' +/- in height) could be installed along the children's play area's southern limit (**Figure 8**). This fence is not to act as a traditional fence barrier, but more as a visual reminder of the edge of the 'safe' children's play area, as well as to prevent children from inadvertently venturing away from the designated play area onto the more significant slopes.

Figure 6
Existing Southern Stormwater Swale





A vinyl coated black meshed or chain link 'Hip-Fence' or similar (approx. 3' +/- in height) could be installed along the children play area's northern limit (**Figures 7 & 8**). Alternatively, the swale could be backfilled with earth and appropriately sized inground pipe and storm catch basin. Again, the fence mitigation is not to act as a traditional fence barrier, but more as a visual reminder of the edge of the 'safe' children's play area, as well as to prevent children from inadvertently venturing away from the designated play area onto the more significant stormwater slope. Reciprocally, in the event that a child was to fall into the stormwater swale slope, the fence could provide something to grab/hold onto, where nothing exists today. Ultimately, either mitigation option is acceptable in the author's opinion.

Figure 7 - Existing Northern Stormwater Swale





Figure 8 - Proposed 'Hip Fence' location along southern play area boundary





Figure 8 (Continued) - Proposed 'Hip Fence' locations along north & south play area boundary



The existing stormwater swale system employs culvert piping at transitions and crossings (Figure 9). These culverts have inherent safety concerns due to the headwall heights, unforgiving stone/metal materials, and secluded (tube/pipe) areas where children could be trapped (Figure 10).

Figure 9 - Existing Culvert Hazards





Figure 10 - Existing Culvert Pipe Hazard





- Where these culvert pipes exist, <u>mitigation is required</u>. Firstly, soil-cover to reduce armor stone exposure is suggested (**Figure 9**). If this is not possible, a (Building Code determined) fence/railing would be necessary along the top of the culvert pipe / armor stone area to reduce fall/harm risks.
- Secondly, the open-faced stormwater pipes have an inherent risk, since children are often drawn to water and confined spaces (Figure 10). As such is it recommended that pipe ends employ a bar/barrier protective system to prevent access to the pipes. While the existing headwater structure(s) may not be appropriate for face mounted barrier bars, a system of earth implanted, and armor stone fastened barrier bars can be employed. It is suggested that these bar/barriers meet or exceed the 'In-Earth mounted Grating' specs as per OPSD 804.050 (or similar) and can be removed/opened for future maintenance.
- ix. Finally, similar to the potential trip hazard of the sitting area cover foundations, the edge of the play area pad is also a trip hazard due to its uneven grades (**Figure 11**). With the introduction of a Hip-Fence at this concrete edge, this issue becomes moot. Alternatively, a simple fix to this issue is to regrade the edge with a soil/sod slope to mitigate the hard concrete edge.

Figure 11 - Existing Children's Play Area Boundary Trip Hazard



6.0 Conclusion:

The overall impression and general condition of the Boreham Street municipal park is that it is a quaint rural park with relatively new play structures and open asphalt/sodded play fields. Due to the area population, it is assumed that its overall usage (compared to urban parks) will be relatively low, with purpose-based (vs. happenstance transient) usage as its primary function.

While the park is generally safe and secure, improvements as noted above are both necessary and required from the author's point of view. The most significant issues being vegetation maintenance, stormwater facility protections, and trip hazard correction/mitigation.

While this Report was commissioned to identify/recommend areas of possible Safety improvements, it should be noted that each recommendation/issue identified above should be addressed and continually monitored to mitigate risk, maintain site safety, and reduce possible liability.

I hereby certify that this 'General Safety' Review was prepared by a qualified Urban Planning & CPTED Professional, in addition the author is a Registered Professional Planner (RPP) within the meaning of the Ontario Professional Planners Institute Act, 1994.

Terrance Glover, RPP, CPT, MCIP
Principal, Urban in Mind,
Professional Urban Planning, Land Development & CPTED Consultants





REPORT ADM-2025-027

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: June 18, 2025

SUBJECT: 2025/2026 Corporate Work Plan Update

RECOMMENDATIONS

THAT Report ADM-2025-027 regarding the 2025/2026 Corporate Work Plan Update be received for information.

DISCUSSION

Purpose

The purpose of the Corporate Work Plan (CWP) is to provide a summary of all projects and undertakings planned for the corporation for the year (January 2025-March 2026). This important document summarizes the plans for the entire year for all departments and provides a method to monitor the progress of all projects. The purpose of this report is to provide a status update to Council for information.

Background

This document is a useful tool for Council and staff to have a 'one stop shop' for all projects and current estimates of the timing for each project throughout the year. Staff utilize this document on a regular basis to monitor progress of projects, plan workloads, and plan for reporting, submissions, tenders, etc.

The 2025/2026 proposed CWP consists of 118 identified projects/initiatives, which include:

 Annually reoccurring projects (i.e. tenders, annual reports, annual maintenance /construction activities);

- Projects identified as part of the 2025 Budget process and recommended by Council to move forward;
- Initiatives recommended by Department Heads;
- Projects that were deferred from the 2024 CWP; and
- Projects that are on going.

This is a living document, and is reviewed regularly by the CAO and the Leadership Team. Schedule "A" to this report is the most up to date information available. As conditions change, projects are adjusted accordingly for various reasons.

FINANCIAL IMPLICATIONS

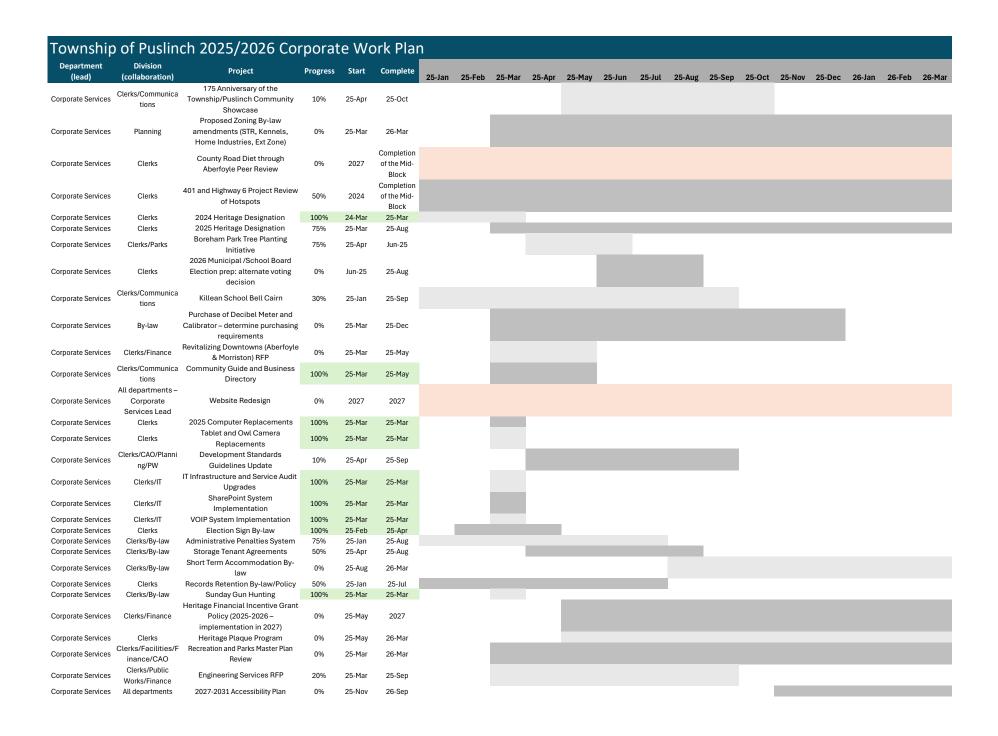
None

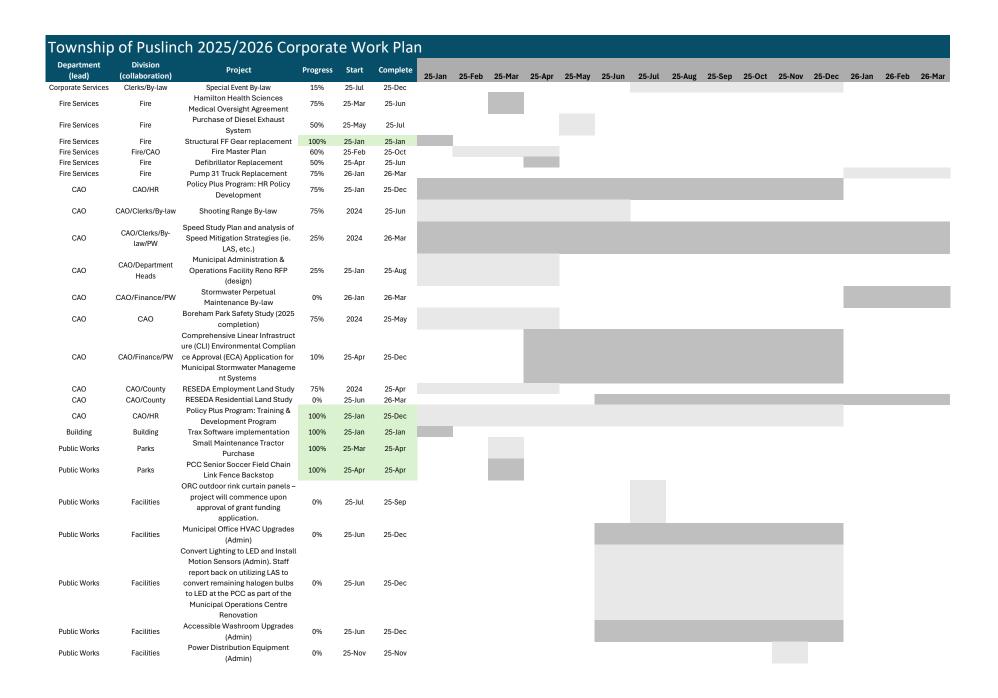
APPLICABLE LEGISLATION AND REQUIREMENTS

None

ATTACHMENTS

Schedule "A" 2025/2026 Corporate Work Plan





Department (lead)	Division (collaboration)	Project	Progress	Start	Complete	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	26-Feb	26-Ma
(ieda)	(conduction)	Window and Door Replacement Program (Admin) including				20 7411	20105	20 1101	20 Apr	20 1 14	20 7411	20 741	20 Aug	20 000	20 000	20 1101	20 Dec	20 3411	20105	20110
Public Works	Facilities/Finance	investigation of new rebate opportunities through the provincial retrofit program.	0%	25-Jun	25-Dec															
Public Works	Facilities	Replacement of UV Pure Water Treatment System (Admin)	100%	25-Jun	25-Jun															
Public Works	Facilities	Diesel Exhaust System (Admin)	0%	25-Jun	25-Dec															
Public Works	Facilities/Finance/ CAO	Technical Guidelines for the Energy Conservation and Demand Management Plan (Admin)	0%	25-Sep	26-Mar															
Public Works	Facilities	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment (Admin) Building Condition Assessment,	0%	25-Nov	25-Nov															
Public Works	Facilities	Arc Flash Study, Infra-red Scanning of Equipment (ORC & PCC)	0%	25-Nov	25-Nov															
Public Works	Facilities	Replacement of UV Pure Water Treatment System (PCC)	100%	25-Apr	25-Apr															
Public Works	Facilities/Finance	Window and Door Replacement Program (PCC) including investigation of new rebate opportunities through the provincial retrofit program.	0%	25-Jun	25-Dec															
Public Works	Facilities	Rinkboard Replacement (Interior & Exterior) – project will commence upon approval of grant funding application.	30%	25-Mar	25-Jun															
Public Works	Facilities	Emergency Generator (PCC) – grant funding recently approved.	30%	25-Apr	25-Sep															
Public Works	Facilities/Clerks	Tennis Court Usage Report Electronic Sign Replacement	20%	25-Apr	25-Nov															
Public Works	Facilities/Clerks	including investigating funding opportunities	75%	25-Mar	25-Dec															
Public Works	Public Works	Hard Surfacing Gravel Roads – Design Costs	75%	25-Nov	25-Oct															
Public Works	Public Works	Radar Speed Signs (2)	70%	25-Mar	25-Sep										'					
Public Works	Public Works	Gore Road – Valens Road to Conc ession 7	50%	25-Jun	25-Sep															
Public Works	Public Works	Gore Road - Concession 7 to Lennon Road	50%	25-Jun	25-Sep															
Public Works	Public Works	Winer Road - McLean Road to Nicholas Beaver Road	50%	25-Jun	25-Sep															
Public Works	Public Works	Puslinch-Flamborough Townline - Leslie Road West to Township Limits	50%	25-Jun	25-Sep															
Public Works	Public Works	Concession 1/Leslie Road West - Concession 7 to Highway 6	50%	25-Jun	25-Sep															
Public Works	Public Works/Clerks	Concession 1 - Leslie Road West to Highway 6 consultation with the MTO to begin construction in 2026	0%	2026	2027															
Public Works	Public Works	Leslie Road West - Victoria Road South to Watson Road South	50%	25-Jun	25-Sep															

Department	Division	Project	Progress	Start	Complete															
(lead)	(collaboration)		riugiess	Start	Complete	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	26-Feb	26-Ma
Public Works	Public Works	Kerr Crescent SWM (delayed until Perpetual Maintenance By-law is approved)	0%	2027	2027															
Public Works	Parks	Badenoch Soccer Shed Replacement	100%	25-Feb	25-May															
Public Works	Public Works	Storm Sewer Inspections and Cleaning	0%	25-Jul	25-Jul															
Public Works	Public Works	Streetlight and pole arm inspections	0%	25-Jun	25-Jun															
Public Works	Public Works	SWM Pond Inspections	0%	25-Aug	25-Aug															
Public Works	Public Works	Pickup truck ¾ ton crew cab replacement	100%	25-Apr	25-Jul															
Public Works	Public Works	Bridge and Culvert Inspections	100%	25-Apr	25-May															
Finance	Finance/Clerks/Buil ding	Parkland Dedication By-law (waiting for regulations to be filed)	10%	25-Jun	25-Dec															
Finance	Finance/Clerks	CIP Amendment and Financial Incentives	10%	25-Apr	25-Dec															
Finance	All departments	Asset Management Plan and Policy Updates	10%	25-Jun	25-Dec															
Finance	All departments	DC Study Amendment	10%	25-Apr	25-Aug															
Finance	Finance	2024 Annual Financial Statement Audit	100%	25-Jan	25-May															
Finance	Finance	Ontario Regulation 284-09 2025 Budget	100%	25-Feb	25-Feb															
Finance	Finance	2024 Balances in Discretionary Reserves and Restricted Reserves	100%	25-Feb	25-Feb															
Finance	Finance	2024 Completed Capital Projects 2024 Public Sector Salary Disclosure	100%	25-Feb	25-Feb															
Finance	Finance	and Issuing of T4's	100%	25-Mar	25-Mar															
Finance	All departments	Development of a Donation Policy	100%	2024	25-Mar															
Finance	Finance	2024/2025 Canada Community Building Fund Reporting	75%	25-Apr	25-May															
Finance	Finance	2024/2025 Ontario Community Infrastructure Fund Reporting 2025 Interim Tax Levy Rates Report	100%	25-Feb	25-Apr															
Finance	Finance	and By-law and 2025 Final Tax Levy Rates Report and By-law (after County sets tax policy)	100%	25-Jan	25-May															
Finance	Finance	2024 Annual Legislative Financial Reporting to Council (ie. Council Remuneration, Temporary Borrowing, Annual Building Permit Report, Development Charges, Lease Financing Agreements, Investments, General Surplus, Hedging Agreements, etc.	75%	25-Mar	25-Jun															
Finance	Finance/Clerks	2025 Approved Budget and 2026 Proposed Budget - Committee Reports	100%	25-Apr	25-Jun															
Finance	Finance	2024 Annual Energy Consumption Reporting	0%	25-May	25-Jun															
Finance	Finance	Audit Services RFP	0%	25-May	25-Dec															

Townshi	p of Puslin	ch 2025/2026 Coi	porat	e Wo	ork Plar	า _														
Department (lead)	Division (collaboration)	Project	Progress	Start	Complete	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	26-Feb	26-Ma
Finance	Finance	2024 Municipal Performance Measurement and Financial Information Return	0%	25-Jun	25-Aug															
Finance	Finance/CAO/HR	2026 Proposed Cost of Living Adjustment	0%	25-Aug	25-Sep															
Finance	All departments	2026 Proposed User Fees and Charges	0%	25-Aug	25-Sep															
Finance Finance	Finance All Departments	2026 Grant Application Program 2026 Proposed Budget Process	0% 0%	25-Jul 25-Jul	26-Feb 26-Feb															
Finance	Finance/Clerks/Co mmunications	2025 Engage Puslinch Finance related projects – Proposed User Fees and Charges, Grant Application Program, Proposed Budget	0%	25-Jul	26-Feb															
Finance	Finance/CAO	Letter to Province outlining the 2025 Budget Impacts based on Provincial Direction	0%	25-Mar	25-Jun															
Finance	Finance	2025/2026 County Annual Grant Applications and Reporting (ie. accessibility, business retention, small water works)	50%	25-Sep	26-Feb															
Finance	All Departments	2026 Annual Insurance Renewal	0%	25-Nov	25-Dec															
Finance	Finance	2026 Annual Indexing of Development Charges	0%	25-Dec	25-Dec															
Finance	All Departments	Procurement Policy amendments	0%	25-Mar	26-Mar															
Finance	All Departments	2025 Various Grant Application Submissions and Reporting	50%	25-Mar	26-Mar															
Finance	All Departments	2025 Various Procurement Initiatives	25%	25-Mar	26-Mar															
Finance	All Departments	2025 Community Improvement Plan Financial Assistance Agreements for Eligible Applicants Budget Software and Asset	50%	25-Mar	26-Mar															
Finance	All Departments	Management Software Implementation	10%	25-Mar	26-Mar															
Finance	Finance	2025 Quarterly Financial Reports	0%	25-May	26-Mar															
Finance	Finance	2025 Extension Agreements for Tax Arrears Payments	25%	25-Mar	26-Mar															



REPORT PD-2025-010

TO: Mayor and Members of Council

PREPARED BY: Mehul Safiwala, Junior Planner

Justine Brotherston, Interim Director of Corporate Services/

Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Director of Corporate Services/

Municipal Clerk

MEETING DATE: June 18, 2025

SUBJECT: Zoning By-law Amendment Application Recommendation Report – WDD

Main Street.

Part Lot 31, Concession 8

File: D14/WDD

RECOMMENDATION

That Report PD-2025-010 entitled Zoning By-law Amendment Application Recommendation Report – WDD Main Street; and

Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the Part Lot 31, Concession 8 through their comprehensive review of the submission materials;

Therefore be it resolved,

That Council approves the Zoning By-law Amendment for Part Lot 31, Concession 8; and

That Council give three readings to By-law 2025-065 as presented, being a by-law to amend By-law no. 2018-023, as amended, being the Zoning By-law of the Township of Puslinch; and,

That Council recommend to the County of Wellington that the proposed Draft Plan of Subdivision application 23T-23002 be granted draft approval, subject to the Township's Draft Conditions of Draft Plan of Subdivision Approval as [presented/amended] in Schedule "B" of this report; and

That a public meeting be scheduled related to the Draft Plan of Subdivision prior to execution of the agreement.

Purpose

The purpose of this report is to provide Council with a recommendation relating to the Zoning By-law Amendment Application for Part Lot 31, Concession 8. If approved, the zoning by-law amendment would rezone the subject lands to the following site specific (SP) Urban Residential (UR) use and Open Space (OP) use:

UR - SP 115

- Single detached dwelling;
- Home business that does not involve the use, storage or disposal of hazardous, flammable, volatile, or toxic chemicals; and,
- Private home day care.

The following would be prohibited site specific uses:

• Additional Residential Units

<u>UR – SP 116</u>

- A stormwater management facility; and,
- Passive recreation.

OP - SP 117

- Conservation use; and,
- Passive recreation.

The Draft By-law attached as Schedule "A" further details the site specific provisions for the proposed uses. In accordance with the *Planning Act*, should Council approve the site specific zoning for this property, any further amendment or relief from the zoning by-law would require a *Planning Act* application and the applicable public consultation.

Process

Council, at its meeting on January 22, 2025 deemed the Zoning By-law Amendment Application for Part Lot 31, Concession 8 to be complete and directed staff to complete the notice requirements in accordance with Section 3 and Section 5 O. Reg 545/06 of the Planning Act, 1990, as amended.

The following steps have been completed to date:

- The application was presented to the Township Planning and Development Advisory Committee for comments on January 14, 2025;
- The public notices were circulated to properties within a 120 metre buffer including Badenoch Street and Queen Street to the corner of Badenoch, in addition to all required agencies on January 31, 2025;
- The statutory public meeting notice was published in the Wellington Advertiser on February 6, 2025 as required by the *Planning Act* to notify those who did not receive direct mailing notice. The property owner also installed the required signage on the subject lands;
- Additionally, the Township includes notice on the Township website under 'Public Notices' and on the Township's Active Planning Application page;
- The Public Information Meeting was held on March 5, 2025;
- The notice of second public information meeting was circulated to properties within a 120 metre buffer including Badenoch Street and Queen Street to the corner of Badenoch on March 27, 2025;
- The second Public Information Meeting notice was published in Wellington Advertiser on March 27, 2025, to notify those who did not receive a direct mailing notice;
- A report seeking direction regarding outstanding items was brought for Council's consideration at the April 16, 2025 Council meeting and addressed questions from the March 5, 2025 Public Information Meeting;
- The second Public Information Meeting was held on April 16, 2025;
- A report seeking direction regarding outstanding items was brought for Council's consideration to the May 7, 2025 Council meeting and addressed additional questions from the April 16, 2025 Public Information Meeting.

In accordance with recent changes to the Planning Act, the Township has 90 days to process a zoning by-law amendment application. The Township continues to process applications as close to the stipulated timelines as practical.

Based on the feedback from Township departments and Township consultants, staff are satisfied with the draft by-law as presented as Schedule "A" and recommend that Council approve the zoning by-law amendment application and give three readings to the draft by-law as presented.

Further, the applicant has submitted a Draft Plan of Subdivision Appliation to the County of Wellington which the Township has been reviewed by Township staff and consultants and the

Township's Planning Consultant has drafted recommended Conditions of Draft Plan Approval attached as Schedule "B".

Financial Implications

None

Applicable Legislation and Requirements

Planning Act, R.S.O. 1990,

Engagement Opportunities

Services/Municipal Clerk

As outlined throughout the report.

Attachments

Schedule "A" Draft Zoning By-law
Schedule "B" Draft Plan of Subdivision Conditions
Schedule "C" Township Planning Consultant Planning Recommendation Report
Schedule "D" Addendum Letter

Respectfully submitted,	Reviewed by:
Mehul Safiwala, Junior Planner	Courtenay Hoytfox, Interim CAO
Justine Brotherston,	
Interim Director of Corporate	

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063

A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED, BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

- 1. THAT Schedule "A" to By-law 023-18 is hereby amended by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp116)), OPEN SPACE SITE-SPECIFIC ZONE (OS(sp117)) and NATURAL ENVIRONMENT ZONE (NE) with an Environmental Protection Overlay, as shown in Schedule "A" of this By-law.
- 2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 115 as follows:

Exception	Parent	By-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
115	UR		Only the	Additional	Lot Area (min.):
			following uses	Residential	0.19 hectares
			shall be	Units	
			permitted:		Parking Areas:
					Parking areas and
			A single		driveways shall
			detached		not be permitted in
			dwelling;		the rear yard for
					lots abutting the
			Home business		OS(sp117) Zone
			that does not		
			involve the use,		Private home day
			storage or		care shall be
			disposal of		subject to Section
			hazardous,		4.11 Home
			flammable,		Businesses of
			volatile, or toxic		Zoning By-law
			chemicals; and		023-18.
			Private home		
			day care		

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 116 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted	uses	Special Provision
			uses		•
116	UR		Only the following use shall be permitted:		Lot Area (min.): 0.3 hectares
			A stormwater management facility; and		
			Passive recreation		

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 117 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
117	OS		Only the		Mountain biking,
			following uses		off-leashed dog
			shall be		areas and the use
			permitted:		of any motorized
					vehicles (except for
			Conservation		maintenance
			use; and		purposes) are not
					permitted.
			Passive		
			recreation;		

- 5. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
- 6. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

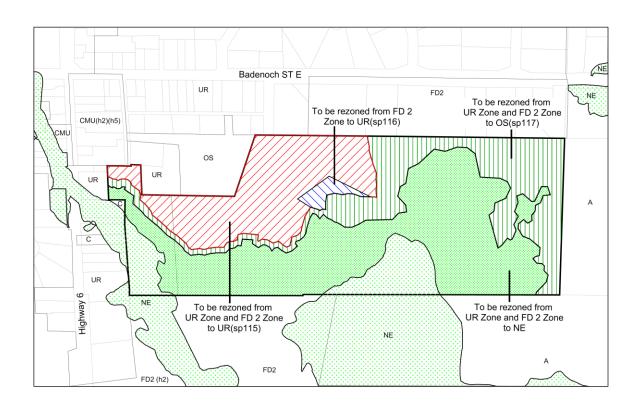
READ A FIRST AND SECOND TIME	THIS 18 DAY OF JUNE 2025.
James Seelev. Mayor	Justine Brotherston, Acting Clerk

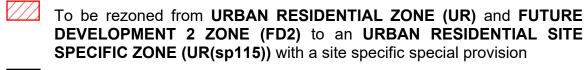
Attachment 3 – Draft Zoning By-law Amendment

READ A THIRD TIME AND PASSED	THIS 18 DAY OF JUNE 2025.
James Seeley, Mayor	Justine Brotherston, Acting Clerk

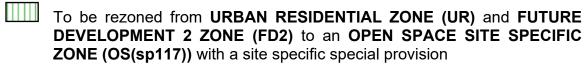
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063

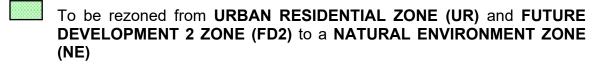
SCHEDULE "A"











Attachment 3 – Draft Zoning By-law Amendment

This is Schedule "A" to the By-law No. 2025-063
Passed this 18th day of June, 2025
James Capley Mayor
James Seeley, Mayor
Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH EXPLANATION BY-LAW NUMBER 2025-063

By-law Number 2025-063 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC (UR(sp116)), NATURAL ENVIRONMENT ZONE (NE) and OPEN SPACE SITE-SPECIFIC (OS(sp117)) with an Environmental Protection Overlay to permit a subdivision consisting of 21 single detached dwelling lots, a stormwater management facility, open space lands and natural environment lands.

DRAFT CONDITIONS OF DRAFT PLAN APPROVAL (23T-23002)

General

- 1. THAT the owner shall enter into a Subdivision Agreement with the Township of Puslinch or any other necessary agreements executed by the Owner, the Township and the County or any other appropriate authority prior to any development within the plan to satisfy all financial, legal and engineering matters including land dedications, grading, easements, fencing, landscaping, provision of roads, stormwater management facilities, installation of municipal services, securities, parkland and cash contributions, and other matters of the Township and the County respecting the development of these lands in accordance with the latest standards, including the payment of Township and County development charges in accordance with their applicable Development Charges By-laws.
- 2. THAT prior to the registration of the plan of subdivision, the Owner obtains final approval for a Zoning By-law Amendment passed under Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, providing land use regulations for the development of the subject lands in accordance with the draft plan of subdivision.
- 3. THAT the Owner's surveyor provides to the County of Wellington and the Township of Puslinch a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5". The Owner shall pay all costs for preparation and registration of reference plan(s).
- 4. THAT the Owner identifies and dedicates to the Township, gratuitously and free and clear of any mortgages, liens, and encumbrances, the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1). The Owner shall prepare all documents to convey the lands in fee simple and easement interests to the Township for nominal consideration, and at no cost to the Township, such lands to be free and clear of all physical and title encumbrances, to the satisfaction of the Township.

Landscaping & Ecology

- 5. THAT the Owner agrees to submit a detailed Landscape Plan, prepared by a certified landscape architect, to the Township's satisfaction. The Landscape Plan shall:
 - a. Address, but not limited to, the proposed type of plants and fencing, the number and location of plantings for Block 22 (as shown in Appendix 1);
 - b. Provide details, including materials and height, of the fence along the easterly and southerly lot lines of the Old Morriston Park;
 - c. Detail the measures to be implemented for the protection of natural heritage areas, in consultation with Conservation Halton. The Landscape Plan shall provide details regarding vegetative enhancements of the storm water drainage system and natural area buffers around the adjacent deciduous wetland and the reconfigured farm pond. This shall be consistent with the Restoration/Habitat Enhancement Plan.
 - d. Native trees and shrub species shall be incorporated into future landscape plans where possible.

- 6. THAT the Owner agrees to submit a Revised Arborist Report and Tree Protection Plan to the satisfaction of the Township, that addresses the following matters:
 - a. The updated Tree Protection Plan should identify the tree protection zone of trees to be retained, which should be established using a suitable method consistent with arboricultural best practices (i.e., Dripline + 1m, ISA diameter-based calculation method, etc.). The tree protection zone for all trees to be retained, including boundary trees, should be visually identified in relation to the required grading works and other construction impacts in order to effectively demonstrate how trees will be protected from development impacts;
 - b. Any injury or removal of a boundary tree will require the written permission of each respective landowner prior to its removal. This is a requirement of the provincial *Forestry Act* (1990), and should be completed prior to any tree removal activity being initiated;
 - c. The revised submission should include all mitigation measures prescribed within the previous 2024 Tree Protection Plan under "Summary and Recommendations"; and
 - d. Compensation for trees removed from the subject property shall be provided at the 2:1 replacement rate at the minimum, or in a manner that is acceptable to the Township.
- 7. THAT the Owner agrees to submit a Restoration/Habitat Enhancement Plan, to the Township's satisfaction to address the following:
 - a. This plan should include specific details of the proposed restoration/habitat enhancement works to be completed within the woodland and wetland buffer areas that have been prescribed within the 2024 Environmental Impact Study prepared by Colville Consulting Inc., as well as a monitoring program to evaluate the success of the proposed restoration effort; and
 - b. This plan should also include relevant restoration details such as the species, location, size, and quantity of plantings. It is recommended that this plan also include details of a monitoring program and survivorship thresholds to be achieved through the restoration works.
 - c. The buffer enhancement plan needs to outline works to enhance buffers adjacent to the woodland and wetland and complement these features. Monitoring of plantings and enhancement should be incorporated into this plan.
 - d. This plan should provide an appropriate duration of monitoring to determine the effectiveness of the buffer enhancement and identify steps to be taken in the event the buffer enhancement is considered ineffective after the monitoring period.
- 8. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That the Owner shall, at their own expense, implement the Landscape Plan, the Arborist Report and Tree Protection Plan, the Restoration/Habitat Enhancement Plan and monitoring to the satisfaction of the Township;

- b. That any required vegetation removal shall be conducted in a manner to avoid impacts to nesting birds that may be utilizing habitats on the property. The breeding bird period for this area is generally March 15 to August 31. A survey for active bird nests shall be conducted prior to any vegetation removal or site alteration planned to occur during this window;
- c. That the Owner agrees that any grading or filling to be conducted on the Subject Property shall be designed where possible to maintain existing overland flow patterns to help avoid hydrological and sedimentation impacts to the woodland and wetland;
- d. That the Owner agrees that any exclusion fencing shall be installed no less than 1m from the drip-line of trees to be retained in the Significant Woodland to ensure roots are not compacted or injured;
- e. That the Owner agrees that appropriate sediment and erosion controls shall be installed prior to any grading, construction or site alteration works on the Subject Property to prevent sediment transfer to the wetland and watercourse features; and
- f. That the Owner agrees that any silt fences shall be properly embedded (as per Ontario Provincial Standard Specification 805) into the ground to reduce any offsite movement of silt.

Parkland

9. THAT the Owner shall pay the Township cash in-lieu of parkland dedication for the value of the lands otherwise required to be conveyed to the Township. The owner shall retain an independent accredited real estate appraiser to provide an opinion of value, conducted to the satisfaction of the Township, with all costs associated with the appraisal to be borne by the Owner. The value of the land shall be determined subject to Section 42 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and in accordance with the Township of Puslinch's prevailing by-law regulating payment of cash-in lieu of parkland.

Hydrogeology

- 10. THAT the Owner agrees to provide documentation, to the Township's satisfaction, of the existing adjacent wells (dug or drilled) and septic systems along Lots 1, 2 and 14 (as shown in Appendix 1) to ensure that the new lots do not impact existing septic systems and wells.
- 11. THAT the Owner agrees to submit an updated Hydrogeological Assessment, addressing all hydrogeological technical review comments, to the satisfaction of the Township.
- 12. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That supply wells to be installed in either in the lower bedrock aquifer (Gasport Formation) or in the upper bedrock aquifer (Guelph Formation) where low permeability overburden deposits (hydraulic conductivity less than 10-5 cm/sec) are identified with a thickness of at least 10 m;

- b. That the wells installed in the lower bedrock aquifer must be cased and sealed into the lower unit and that multiaquifer wells (i.e., wells that are constructed with a screen or open hole extending through both the upper and lower bedrock aquifers) are not permitted;
- c. That the Water quality within supply wells must meet the Ontario Drinking Water Quality Standards (ODWS) Maximum Acceptable Concentrations (MAC) for total coliforms, E. coli, nitrate and nitrite;
- d. That Advanced tertiary treatment (15 mg/L nitrate) is required for all septic systems;
- e. That the Purchase and Sale Agreements inform purchasers that they must comply with maintenance requirements for private septic systems with advanced tertiary treatment.

Engineering

- 13. THAT the Owner agrees to submit an Assessment of Potential Stormwater Management Outfall Impacts, to the satisfaction of the Township, which shall include:
 - a. A detailed assessment of stormwater management outfall impacts on the adjacent Significant Woodland, informed by detailed design, to determine mitigative options and identify necessary adaptive management activities in order to ensure there are no negative impacts to the retained woodland; and,
 - b. The preparation of a future monitoring program to evaluate downstream impacts from the stormwater outfall, including potential impacts on tree health and the stability of soils within the outfall area. This plan should include the prescribed frequency of monitoring, a description of the assessments that will be completed, and mortality thresholds that will trigger the requirement to plant replacement trees within this area.
- 14. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements for Lot 15 and Lot 19 (as shown in Appendix 1) inform the purchasers of the presence of a berm located along the westerly lot lines, which serve to prevent stormwater runoff from the park. This condition shall not apply if the berm is no longer proposed.
- 15. THAT the Owner agrees to conduct a Wetland Water Balance Assessment to demonstrate that the quantity and quality of water directed to adjacent hydrological features will not be negatively impacted in the post-development scenario.
- 16. THAT the Owner agrees to satisfy all the requirements, financial and otherwise, of the Township of Puslinch concerning the provision and construction, where required, of roads, sidewalks, secondary emergency access, stormwater drainage systems, street signs, fencing, landscaping, underground fire reservoir, street lighting and other services for the proper and orderly development of the subject lands.
- 17. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements inform the purchasers that a levy may

- be imposed on the future owners of the residential lots for the maintenance costs for stormwater drainage, stormwater management facility and fire protection infrastructure.
- 18. THAT the Owner shall construct fire protection facilities to the satisfaction of the Township of Puslinch, in accordance with the requirements of the Fire Department.
- 19. THAT the Owner shall submit to the Township for review and approval, a drawing demonstrating that the proposed parking areas and driveways of the residential lots can be provided outside of all catchment areas that do not have quality control.
- 20. THAT prior to any grading or construction on the site, and prior to registration of the plan, the Owner agrees to submit the following plans and reports to the satisfaction of the Township of Puslinch in consultation with Conservation Halton:
 - a. A final detailed stormwater management report and plans in accordance with the C.F. Crozier & Associates Inc. Functional Servicing and Preliminary Stormwater Management Report (dated December 2024), and with the 2003 Ministry of the Environment Report entitled `Stormwater Management Practices Planning and Design Manual'.
 - b. An erosion and sedimentation control plan in accordance with Conservation Halton's Guidelines for Sediment and Erosion Control, indicating the means whereby erosion will be minimized and sediment retained on site throughout all phases of grading and construction. The plan shall include a monitoring and maintenance program, and provision for the timely revegetation of the site.
 - c. A final detailed lot grading and drainage plan showing the limits of all grading, including existing and proposed grades, and information such as the tentative house locations, proposed top of foundation wall, minimum basement floor, the highest recorded groundwater elevations for each lot, and tile field locations with their sizes and elevations complete with any other special features necessary to ensure adequacy of the tertiary septic system and drainage for each lot.
- 21. THAT the Owner shall grant easements as required for services, utilities, fire protection facilities, and drainage purposes to the appropriate authority.
- 22. THAT the Owner agrees to submit a Lighting Plan and Photometric Plan for street lighting to the satisfaction of the Township of Puslinch.
- 23. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. All lighting fixtures, including exterior lighting and street lighting, are certified under the DarkSky Approved Luminaires program or equivalent;
 - b. Any exterior lighting should be directed away from the significant woodland and wetland on and adjacent to the property where possible.
- 24. THAT the Owner agrees to submit a topographic survey of external lands, including the Township's Morriston Ball Park, should be completed to the satisfaction of the Township and subdivision grading plans should be updated to clearly show existing grades are adjacent lands, the top and bottom of berms, and ponding limits and the grading plans

- should demonstrate that all external lands draining towards to the proposed subdivision are conveyed to a suitable outlet.
- 25. THAT the Owner shall obtain an Environmental Compliance Approval for Stormwater Works prior to the assumption of the stormwater infrastructure by the Township of Puslinch, all stormwater infrastructure should be cleaned, and the Environmental Compliance Approval should be transferred to the Township of Puslinch.

Road

- 26. THAT the Owner shall dedicate the road allowance, i.e. Street 'A' (as shown in Appendix 1), as a public highway gratuitously to the Township.
- 27. THAT the Owner agrees to complete the retaining wall relocation during the reconstruction of Back Street (Ochs Street) and to contact the resident(s) at 40 Badenoch Street East prior to carrying out the work.
- 28. THAT the design of the retaining wall be review and approved by the Township.
- 29. THAT the Owner agrees that a Public Meeting will be held to review the details of the draft plan of subdivision which will include details of Back Street (Ochs Street) redesign. The updated draft plan of subdivision shall include the sight line distances for the proposed Back Street (Ochs Street) and the Main Street accesses, to the Township's satisfaction. This Public meeting will be scheduled prior to the approval of the subdivision agreement to review the detailed design of Back Street (Ochs Street) in order to provide the public an additional opportunity to provide input.
- 30. THAT the Owner agrees to submit a topography survey of Badenoch Street and provide a plan and profile drawing showing to confirm the vertical sight lines, to the satisfaction of the Township and the County.

Ministry of Transportation

- 31. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval, a copy of a Traffic Impact Study.
- 32. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and acceptance a stormwater management report along with grading/drainage plan.
- 33. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval a draft copy of the M-Plan for this subdivision.
- 34. THAT prior to final approval, the Owner shall provide the Ministry of Transportation for review and approval, the Conditions of Draft Plan Approval and Draft Subdivision Agreement to ensure our requirements have been incorporated.

Canada Post

35. THAT the Owner agrees to consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.

- 36. THAT the Owner agrees to confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility;including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- 37. THAT the Owner agrees to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- 38. THAT the Owner agrees to communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy
- 39. THAT the subdivision agreement between the Owner and The Township of Puslinch shall contain provisions identifying that the Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
- 40. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that all Purchase and Sale Agreements contain the following clauses to advise purchasers that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- 41. THAT The Owner agrees to work with Canada Post to determine and provide temporary suitable Centralized Mail Box locations which may be utilized by Canada Post until the roadways are in place in the remainder of the subdivision.

Upper Grand District School Board

- 42. THAT the Education Development Charges shall be collected prior to the issuance of a building permit(s).
- 43. THAT the Owner shall agree to provide the Upper Grand District School Board with a digital file of the plan of subdivision in either ARC/INFO export or DWG format containing parcel fabric and street network.
- 44. THAT the Owner and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
- 45. THAT the Owner shall agree in the subdivision agreement to advise all purchasers of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease:
 - a. "In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its

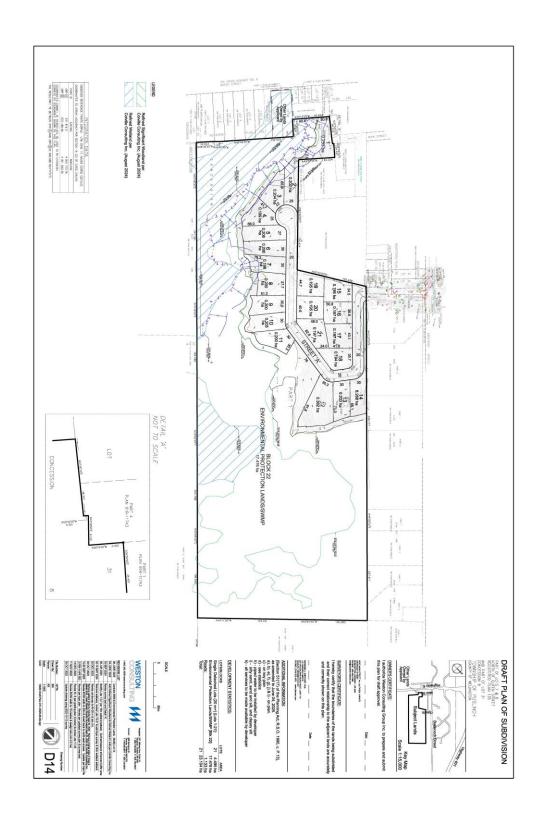
assigns or successors, will not travel on privately owned or maintained right-ofways to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."

Subdivision Agreement

- 46. THAT the Subdivision Agreement between the Owner and the Township of Puslinch include the following clauses:
 - a. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the approved Landscape Plan at the sole cost of the Owner, to the Township's satisfaction;
 - Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall be responsible for ongoing maintenance, repairs and replacements of all implemented landscape features;
 - c. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the required buffer enhancement and monitoring up to an appropriate time period as specified in the buffer enhancement plan;
 - d. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall install fences, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 22 (as shown in Appendix 1);
 - e. THAT the Owner install fences, to the Township's satisfaction, along the easterly and southerly lot lines of the Old Morriston Park;
 - f. THAT the Owner converts Back Street into a one-way street at their sole cost to the satisfaction of the Township if the Township determines that this is required prior to the registration of subdivision.
- 47. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that Purchase and Sale Agreements contain the following clauses to advise purchasers:
 - a. That there may be incompatible uses or features associated with the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1);
 - b. That home businesses that involve the use, storage, or disposal of hazardous, flammable, volatile, or toxic chemicals are not permitted;
 - c. That no driveways or parking areas are permitted within catchment areas that do not have quality control and that the Purchase and Sale Agreements include a map showing the extent of such catchment areas; and
 - d. That purchasers are responsible for the perpetual maintenance and replacement of the fence, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 23 (as shown in Appendix 1).
- 48. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That all infrastructure works will be constructed to prevalent Township's standards.

- b. That the Owner agrees to name the street to the satisfaction of the Township of Puslinch, such that the new street name shall not be a duplicate in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
- c. That the owner agrees to grant to the Township any required easements for services or utilities, particularly drainage easements and earth berms as demonstrated in the Hydrogeological Report and Stormwater Management Report.
- d. That the Owner agrees to provide sidewalks and street lighting in the subdivision to allow children to walk safely to a designated bus pick-up point.
- e. That a streetscape plan illustrating the location of on-street parking, street trees, sidewalks, pavement markings, temporary and final community mailbox locations, hydrants, regulatory and no parking signs and street lighting is submitted to the Township for review and approval.
- f. That monitoring program(s) to assess the performance and/or impacts of both the sewage treatment units and overall stormwater drainage system is submitted to the Township for review and approval. The monitoring program(s) must contain contingency provisions that will be implemented by the Owner in the event that the parameters set by the monitoring program(s) are exceeded.
- g. That all submitted plans and supporting reports will be subject to a peer review at the owner's cost.
- h. That the Owner shall make satisfactory arrangements with the appropriate Hydro provider for the provision of permanent electrical services to the subdivision.
- i. That the Owner shall make satisfactory arrangements with the appropriate telephone/telecommunications provider for the installation and delivery of permanent telephone/telecommunication services to the subdivision.

Appendix 1 – Draft Plan of Subdivision





Planning Report for the Township of Puslinch Prepared by NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO

Township of Puslinch

From: Jesse Auspitz, Principal Planner

NPG Planning Solutions Inc.

Subject: WDD Main St Inc. (Main St)

Recommendation Report

Zoning By-law Amendment Application D14-WDD & Draft Plan of

Subdivision Application 23T-23002 PUSLINCH CON 8 PT LOT 31

Attachments: 1 – Aerial Map of Subject Lands

2 - Draft Plan of Subdivision Provided by Applicant

3 – Draft Zoning By-law Amendment

4 – Draft Conditions of Draft Plan of Subdivision Approval

5 – List of Studies and Plans submitted by Applicant

6 – Summary of Comments & Responses

SUMMARY

The Township of Puslinch received a Zoning By-law Amendment application (ZBA) for the lands legally known as Part Lot 31, Concession 8, Township of Puslinch (Subject Lands) and shown in **Attachment - 1**. The Application is required to facilitate a subdivision consisting of twenty-one (21) single detached dwellings, a stormwater management facility, environmental protection lands and a public street. The Township Council deemed the ZBA complete on its January 22, 2025 meeting.





Additionally, the Applicant submitted to the County of Wellington a Draft Plan of Subdivision application (DPS) to permit the same. The Draft Plan of Subdivision is appended as **Attachment - 2**. The Township provided comments for the DPS as part of the circulation of this application. The County deemed the DPS complete on December 13, 2024.

The first Public Meeting for the ZBA occurred on March 5, 2025. The Township Council directed staff to schedule an additional public meeting to give the public an additional opportunity to provide input on the ZBA. The second Public Meeting occurred on April 16, 2025.

On April 14, the Applicant provided an updated Draft Zoning By-law to the Township. The updated ZBA proposes to rezone the Subject Lands from Urban Residential (UR), Future Development 2 (FD2) and Natural Environment Zone to Urban Residential Site-Specific Zones (UR(spXX) and UR(spYY)), Open Space Zone (OS) and Natural Environment Zone (NE) with an environmental protection overlay.

This report provides an overview of the proposal, highlights applicable planning policies and comments received to date, and explains the next steps in the planning review process

This report also recommends that the Township Council approves the Zoning By-law Amendment Application and endorse the Draft Plan of Subdivision Application, subject to the recommended Conditions of Draft Plan Approval.

RECOMMENDATIONS

It is respectfully recommended:

- 1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the Subject Lands as detailed in **Attachment 3** to this Report;
- 2. That Council directs Staff to submit the necessary By-law; and further
- 3. That Council recommends to the County of Wellington that the proposed Draft Plan of Subdivision application 23T-23002 be granted draft approval, subject to the Township's Draft Conditions of Draft Plan of Subdivision Approval as generally outlined in **Attachment 4** of this report.

INTRODUCTION

The Subject Lands are currently vacant and have frontages along Highway 6 (being a Provincial Highway), Main St and Back Street (Ochs Street); and located southeast of Old Morriston Park in the Village of Morriston. For the purpose of this report and all attachments therein, references of 'Back Street (Ochs Street)' refers to the section of





street perpendicular to and connecting Badenoch Street and the proposed public street in the subdivision while references of 'Back Street' refers to the section of street parallel to Badenoch Street. An aerial of the property is included as **Attachment 1**.

The Subject Lands are also located southeast of Badenoch Street East (being Regional Road 36) The lands' legal description are Part of Lots 7 & 8 North of Queen Street, Registered Plan 135 and Part of Lot 31 Concession 8, Township of Puslinch, County of Wellington. The Subject Lands are approximately 23.10 hectares in size and irregular in shape.

Natural heritage features exist on and adjacent to the Subject Lands, including non-provincially significant and unevaluated wetlands, significant woodlands, regulated and non-regulated watercourses including tributaries of Bronte Creek. The regulated watercourses also include associated floodplain.

Surrounding land uses consist primarily of residential and commercial uses. Directly northwest of the Subject Lands along Back Street and Badenoch Street are residential parcels of varying sizes. Located west of the Subject Lands along Queen Street is the Morriston Central Business District which includes various commercial uses including cafes and restaurants. The Subject Lands abut the Old Morriston Baseball Diamond to the north and open space and agricultural uses to the east.

PURPOSE

The purpose of the ZBA is to amend the Township of Puslinch Comprehensive Zoning By-law No. 023-18 (the "Puslinch Zoning By-law") to permit a subdivision consisting of twenty-one (21) single detached dwelling lots (4.495 hectares) shown as Lots 1-21 on **Attachment - 2**, a block containing a stormwater management facility, open space and natural environment lands (17.476 hectares) shown as Block 22 on **Attachment - 2**, and a public street (1.33 hectares) shown as Street 'A' on **Attachment - 2**. Details of the proposed Zoning By-law Amendment are included in subsequent sections of this report.

Since the Public Meetings, the Applicant has made the following modifications to the draft plan as per Council and staff's request:

- Merging of the stormwater management block (Block 22) and the environmental protection block (Block 23) into Block 22; and
- Merging of the additional lands (Block 24) and Lot 14 into Lot 14. Block 24 is a sliver of lands north of proposed public street that is incapable of independent development.

This report also provides a recommendation regarding the endorsement of the draft Plan of Subdivision including conditions of approval.





POLICY AND LEGISLATIVE FRAMEWORK

Planning Act, R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* identifies matters of Provincial interest that Council shall have regard to in carrying out its responsibilities under the *Planning Act*. Subsection 3(5) of the *Planning Act* requires that decisions of Council shall be consistent with provincial policy statements and shall conform with provincial plans that are in effect. Section 34 of the *Planning Act* permits councils of local municipalities to pass and/or amend Zoning Bylaws. As per Section 24(1) of the *Planning Act*, By-laws passed by Council shall conform to official plans that are in effect.

Section 51(24) of the *Planning Act* requires that approval of a draft plan of subdivision have regard to the criteria set out in that section. To summarize, the Application has appropriate regard for matters identified in Section 51(24) of the *Planning Act*. The Subject Lands are located within a rural settlement area and are an appropriate location for accommodating growth. The proposed lots are also appropriately sized and shaped to support private servicing. The Applicant has also committed to gratuitously dedicate an environmental protection block for on-going conservation purposes. Following the approval of the draft plan of subdivision, the Applicant will proceed through the detailed design stage and fulfill all conditions of draft plan approval.

Provincial and County Policies

The Subject Lands are within a Rural Settlement Area as per the Provincial Planning Statement, 2024 (the "PPS"), and are identified as Towns/Villages as per Appendix II of the Greenbelt Plan. The Subject Lands are within a Secondary Urban Centre as per Schedule A7: Puslinch (Land Use), designated Residential, Core Greenlands and Greenlands Systems as per Schedule B7-2: Morriston (Land Use), and designated Settlement Areas (Towns and Villages) as per Schedule B7-3: Puslinch Greenbelt of the Wellington County Official Plan (County OP).

The following policies apply:

Provincial Planning Statement (2024)

2.1 Planning for People and Homes

- 6. Planning authorities should support the achievement of complete communities by:
 - a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long term care facilities, places of worship





and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

2.2 Housing

- 1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
 - b) permitting and facilitating:
 - 1. all housing options required to meet the social, health, economic and well being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and...

2.3.1 General Policies for Settlement Areas

- 1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.
- 2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:
 - a) efficiently use land and resources;
 - b) optimize existing and planned infrastructure and public service facilities;
- 3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

2.5 Rural Areas in Municipalities

- 1. Healthy, integrated and viable rural areas should be supported by:
 - c) accommodating an appropriate range and mix of housing in rural settlement areas;



- g) conserving biodiversity and considering the ecological benefits provided by nature;
- 2. In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.
- 3. When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

3.6 Sewage, Water and Stormwater

- 1. Planning for sewage and water services shall:
 - b) ensure that these services are provided in a manner that:
 - 1. can be sustained by the water resources upon which such services rely;
 - 2. is feasible and financially viable over their life cycle;
 - 3. protects human health and safety, and the natural environment, including the quality and quantity of water; and
 - 4. aligns with comprehensive municipal planning for these services, where applicable.
 - c) promote water and energy conservation and efficiency;
 - d) integrate servicing and land use considerations at all stages of the planning process;
- 4. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts...

4.1 Natural Heritage

- 1. Natural features and areas shall be protected for the long term.
- 4. Development and site alteration shall not be permitted in:
 - a) significant wetlands in Ecoregions 5E, 6E and 7E1;





- 5. Development and site alteration shall not be permitted in:
 - b) significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)1;
 - unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.
- 8. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

5.2 Natural Hazards

- 2. Development shall generally be directed to areas outside of:
 - b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards...

Section 8: Definitions

Negative Impacts is defined as follows:

- a) in regard to policy 3.6.4 and 3.6.5, potential risks to human health and safety and degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development. Negative impacts should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;
- d) in regard to policy 4.2, degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development or site alteration activities...

Summary & Analysis

The Applications are consistent with the policies of the PPS. The Subject Lands are located within a rural settlement area, where the focus of growth and development is identified in rural areas. As per the policies of the PPS, the proposal also supports an appropriate mix and range of housing to support the needs of current and future residents on lots approximately sized for individual on-site services. Furthermore, the proposal supports the development of complete communities by increasing the housing stock



available in proximity to a range of uses commercial uses and amenities (such as the Old Morriston Baseball diamond and the Morriston Central Business District).

There are no municipal services available for the Subject Lands, therefore in accordance with Policy 3.6, private sanitary and water services are proposed for each single-detached dwelling lot. The preliminarily proposed private wells and septic systems have been reviewed by the Township's consultants and found to be consistent with Policy 3.6 of the PPS. Township's consultants recommended specific conditions on these systems which have been incorporated into the Conditions of Draft Plan approval (**Attachment – 4**).

There are natural heritage features present on the Subject Lands which include provincially significant and evaluated wetlands, significant woodlands, regulated and non-regulated watercourses. The proposed lot lines are at least 15 metres from the staked boundaries of wetlands and 10 metres from the woodland. These distances are supported by the Environmental Impact Study (EIS) and accepted by the Township's ecologist and the Conservation Halton. The Applicant is proposing to rezone all areas that contain wetlands and woodlands to a Natural Environment Zone with an Environmental Protection Overlay, to ensure the long-term protection of these environmental features. The remaining areas that do not contain wetlands or woodlands are proposed to be zoned Open Space Zone with an Environmental Protection Overlay. A Buffer Enhancement Plan is also required as a Condition of Draft Plan approval to ensure the restoration and habitat enhancement within the woodland and wetland buffers are successfully carried out. In addition, the Conservation Halton does not permit any development within 30 metres from regulated wetlands. The Draft Zoning By-law (Attachment – 3) ensures this is implemented.

The Township's consultants have reviewed the proposed development and have no outstanding concerns. The Township's ecologist has provided specific Conditions of Draft Plan approval to ensure that the recommendations of the EIS are implemented. Furthermore, Conservation Halton (CH) has indicated that they have no outstanding concerns. While the CH's regulated area extends beyond the proposed Open Space and Natural Environment Zones, the applicant has demonstrated that no development is proposed within their regulation limit.

Greenbelt Plan (2017)

1.4.1 General

A reference in this Plan to the PPS is a reference to the Provincial Policy Statement, 2020 as it read immediately before it was revoked and a reference in this Plan to the Growth Plan is a reference to the Growth Plan for the Greater Golden Horseshoe 2019 as it read immediately before it was revoked.

3.4.3 Town Village Policies





For lands within Towns/Villages in the Protected Countryside, the following policies shall apply:

1. Towns/Villages are subject to the policies of the Growth Plan and continue to be governed by official plans and related programs or initiatives and are not subject to the policies of this Plan, save for the policies of sections 3.1.5, 3.2.3, 3.2.6, 3.3 and 3.4.2.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020)

2.2.1 Managing Growth

- 2.2.1.2 Forecasted growth to the horizon of this Plan will be allocated based on the following:
 - b) growth will be limited in settlement areas that:
 - i. are rural settlements:
 - ii. Are not serviced by existing or planned municipal water and wastewater systems; or
 - iii. Are in the Greenbelt Area;

2.2.6 Housing

- 1. Upper-and single-tier municipalities, in consultation with lower-tier municipalities, the Province, and other appropriate stakeholders, will:
 - a) support housing choice through the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of this Plan by:
 - i. identifying a diverse range and mix of housing options and densities, including additional residential units and affordable housing to meet projected needs of current and future residents; and

Summary & Analysis

The Applications conform with the relevant policies from the Greenbelt Plan and the Growth Plan for the Greater Golden Horseshoe (2020) (Growth Plan) and will facilitate limited growth, including housing, on lands that are within the Rural Settlement Area, not serviced by municipal water and wastewater systems and located in the Greenbelt Area.

County of Wellington Official Plan (Last Updated July 2024)



The County of Wellington Official Plan provides the following policies regarding the Application:

Policies

3.3 Guiding Growth

Wellington has the following objectives for growth:

- to encourage growth in primary and secondary urban centres;
- to support the achievement of complete communities in primary and secondary urban centres and hamlets.

3.4 Servicing Growth

...Where full municipal services are not available or cannot be provided, municipalities may choose to use private communal sewage services and private communal water services. The use of individual on-site systems will be limited to the low intensity uses in the rural system and unserviced settlement areas.

5.4 Core Greenlands

5.4.1 Wetlands

All wetlands in the County of Wellington are included in the Core Greenlands. Development and site alteration will not be permitted in wetlands which are considered provincially significant... The appropriate Conservation Authority should be contacted when development is proposed in or adjacent to a wetland.

5.4.3 Hazardous Land

The Core Greenlands designation includes areas subject to flooding hazards and erosion hazards and hazardous sites that could be unsafe for development or site alteration due to naturally occurring hazards like organic soils or unstable bedrock conditions. Generally development shall be directed away from areas in which conditions exist which would pose risks to public health and safety or property caused by natural hazards.

5.5 Greenlands

Other significant natural heritage features including habitat, areas of natural and scientific interest, streams and valleylands, woodlands, environmentally sensitive areas, ponds, lakes and reservoirs and natural links are also intended to be afforded protection from development or site alteration which would have negative



impacts. These areas are often found within Core Greenlands. Where they are outside Core Greenlands they are identified as Greenlands.

5.6 Development Control

5.6.1 Permitted Uses

Within the Core Greenlands designation, development and site alteration shall not be permitted within Provincially Significant Wetlands or in significant habitat of threatened or endangered species, except in accordance with provincial and federal requirements.

In other Core Greenlands areas, and in Greenlands areas, permitted uses and activities may include:

- b) existing uses;
- c) conservation;
- d) forestry;
- f) open space; and
- g) passive recreation.

Other uses permitted in the applicable adjacent or underlying designations may be permitted.

6.10 Secondary Urban Centers

6.10.3 Services

Sewage and water services will be provided in accordance with Section 11.2 of this Plan. Road access will be via internal roads where possible, then via local roads where possible and then via County Roads or Provincial Highways where there is no other alternative. In all cases, appropriate sighting standards must be met and road functions maintained.

6.10.6 Residential Uses

Secondary urban centres shall provide a broad range of residential uses to provide a diverse supply of housing, including affordable housing...

Part 8 Detailed Primary and Secondary Urban Centre Policies

8.3 Residential





8.3.3 Permitted Uses

The predominant use of land in those areas designated RESIDENTIAL on Schedule B of the Plan shall be residential development. A variety of housing types shall be allowed, from detached and semi-detached dwellings to townhouses and apartments, among other housing forms, subject to the policies of this Plan.

In addition, non-residential uses such as ... home occupations... may also be permitted within the RESIDENTIAL designation subject to the appropriate Zoning By-law regulations and the policies of the Official Plan.

8.3.4 Low-Density Development

This plan considers single-detached, semi-detached and duplex dwellings to be low density housing forms. The Zoning By-law may provide separate zones for only single-detached, semi detached or duplex dwelling units or a combination of any of the above.

8.3.8 Home Occupations

A single-detached dwelling unit may include a home occupation provided that the home occupation is a business which is clearly secondary to the residential use and does not generate noise, odour, traffic or visual impacts which may have adverse effect on nearby properties. The Zoning By-law shall contain provisions regulating home occupations.

10.1 General Policies

10.1.2 Subdivision Required

Plans of subdivisions will normally be required when:

a) four or more lots (including the retained) are being created, or....

10.1.3 Matters for Consideration

The County will consider the following when considering new lot creation by subdivision, consent or part lot control:

- a) that any new lots will be consistent with official plan policies and zoning regulations;
- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards and without undue financial burden on the municipality;





- d) that all lots will have safe driveway access to an all-season maintained public road and that access to a local road will be preferred over county and provincial roads, where practical;
- e) that public streets, spaces and facilities will be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including, but not limited to, walking and cycling.
- f) that the topography, soils and drainage of the site are satisfactory for the lot sizes and uses proposed;
- g) that tree loss related to anticipated development be kept to a minimum and, wherever reasonable, be compensated for by new tree planting;
- h) that natural heritage features are not affected negatively;
- i) that lots are not created in areas which would pose a threat to public health or safety;
- k) that the size and shape of the proposed lots is suitable, including frontage, area and the proportion of frontage to depth;
- that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses;
- m) that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations;
- n) that residential lots will have adequate access to community facilities such as schools, libraries and parks based on reasonable standards for the area;
- o) that the creation of any lots is necessary, timely and in the public interest;
- p) that provincial legislation and policies are met, including the Greenbelt Plan policies set out in Section 9.9 of this Plan.

10.1.5 Conditions of Approval

In approving new lots, the County will impose conditions which are necessary to ensure that a plan of subdivision or consent is developed in an orderly manner and that the public interest is protected.

11.2 Water and Sewage

11.2.3 Servicing Options Assessment





Site specific multi-lot or multi-unit development applications relying on private communal or individual on-site servicing may be required to:

- assess site and soil suitability and the viability of all reasonable servicing options;
- recommend the type of sewage disposal system and establish appropriate lot, unit and/or block sizes, acceptable to the local municipality which demonstrate suitability for the onsite services;
- assess the impact of the proposed means of servicing on: ground and surface water and associated ecological functions; potential interference with other wells; potential adverse impacts to natural features.

13.3 Zoning By-laws

Where a land use designation in this Plan authorizes a range of uses which may be allowed, the local zoning by-law may allow all or some of those uses based on local needs and circumstances. The by-law also may establish appropriate regulations related to those uses.

Analysis

The Applications conform with the policies of the County of Wellington Official Plan (County OP). The Subject lands are within a Secondary Urban Centre and designated Residential, Core Greenlands and Greenlands under the County OP. As noted in Policy 3.3, it is the objective of this plan to direct growth in the primary and secondary urban centres. The Applicant is proposing a relatively compact subdivision consisting of twenty-one (21) single detached dwelling lots within the portion of lands that are designated Residential. The proposal also creates open space lands that could be accessed by the public for passive recreational use. The proposed development is compatible with the surrounding context as it provides modest residential intensification and will support the achievement of complete communities in the secondary urban centre of Morriston.

Conforming with Policy 6.10.3, the proposed subdivision is accessed via a future public local road which is an extension of Back Street (Ochs Street). Requirements, including the reconstruction of Back Street (Ochs Street), the relocation of the retention wall and the verification of vertical sightlines, have been added to the Township's recommended Conditions of Draft Plan approval (**Attachment – 4**) to ensure appropriate sighting standards at the intersection of Back Street (Ochs Street) and Badenoch Street are met and road functions are maintained.

The Applicant is proposing to rezone all the lands containing woodland and wetland to a Natural Environment Zone (NE) with an Environmental Protection Overlay to ensure that these features are protected and conserved. An EIS was prepared for the proposal which



staked the boundaries of these features, suggested minimum buffer widths of these features and recommended that a Buffer Enhancement Plan for the buffer areas. The buffer areas are proposed to be rezoned to an Open Space Zone (OS) to facilitate conservation and potential passive recreational uses. As mentioned, there is no development proposed on the lands designated Core Greenlands and Greenlands. The implementing Zoning By-law (**Attachment – 3**) will ensure no development, including septic systems, is permitted within the 30 m regulatory setback to the wetland. As mentioned, the Township's Ecologist and Conservation Halton have reviewed the Applications and recommended conditions which have been incorporated into the Township's recommended Conditions of Draft Plan approval (**Attachment – 4**) to ensure there are no negative impacts to the features and their functions.

The proposed plan of subdivision is required under Section 10.1.2, as it involves the creation of twenty (21) residential lots. The development has been designed to be consistent with the applicable policies of the County Official Plan. The proposed lots are regular in shape, appropriately sized to accommodate private services, with supporting studies confirming that water, sewage disposal, stormwater management can be safely and appropriately provided. All lots will have safe driveway access to an all-season maintained public road. Environmental considerations have been addressed through the protection of natural heritage features and the creation and conveyance of the block containing natural features to the Township (Block 22). The site's soils and drainage are suitable for the proposed residential use. The proposed lots are compatible with the surrounding development, and the lot pattern aligns with existing patterns in the area. The development is located within reasonable proximity to community facilities and supports timely residential growth in the public interest. All applicable provincial policies, including the Greenbelt Plan, are conformed with. As required by Section 10.1.5, the Township will recommend appropriate conditions of draft plan approval to the County to ensure orderly development.

With regards to Policy 11.2.3, the Applicant submitted a Functional Servicing and Stormwater Report which identified that each lot will be serviced by individual on-site sewage services and drilled wells. The Township's consultants recommended specific conditions to ensure these services are appropriate for the rural system, suitable for the proposed development and do not create adverse impacts to ground and surface water, natural features and their ecological functions. These conditions have been incorporated into the list of Township's recommended Conditions of Draft Plan approval (**Attachment** – 4).

Township of Puslinch Comprehensive Zoning By-law 023-18

According to Schedule 'A' of the Puslinch Zoning By-law, the Subject Lands are zoned Urban Residential Zone (UR), Future Development 2 Zone (FD2) and Natural Environment Zone (NE) with an Environment Protection Overlay. The Applicant proposes to rezone the Subject Lands to an Urban Residential Site-Specific Zone (UR(spXX)), an



Urban Residential Site-Specific Zone (UR(spYY)), a Natural Environment Zone (NE) and an Open Space (OS) Zone with an environmental protection overlay.

The following table summarizes the Applicant's proposed amendments to the Zoning By-law, including the zone categories proposed, corresponding blocks and lots on the Draft Plan of Subdivision, proposed permitted uses, and site-specific provisions for each of the zones. Based on our review of the proposed applications and comments from the Township's consultants and agencies, the following amendments to the Township Zoning By-law are recommended and documented in Modifications to the Applicant's proposed amendments are shown in red. The draft Zoning By-law Amendment is included as **Attachment - 3**.

Table 1: Applicant's Proposed Zoning By-law Amendment

Zone Category	Draft Plan of Subdivision	Permitted Uses	Site Specific Special Provision
Urban Residential (UR(spXX))	Lots 1 – 21	Single Detached Dwellings Home Business Private Home Daycare The following uses shall be prohibited: Additional Residential Units	Minimum Required Lot Area = 0.19 ha (reduced from 0.4 ha) Notwithstanding Section 4.31, no buildings or structures, shall be constructed closer than 15 metres from the limit of a Natural Environment (NE) Zone. Parking Areas: Parking areas and driveways shall not be permitted in the rear yard for lots abutting the OS(sp117) Zone Private home day care shall be subject to Section 4.11 Home Businesses of Zoning By-law 023-18.
Urban Residential (UR(spYY))	Portions of Block 22	Stormwater Management Facilities Passive Recreation	Minimum Required Lot Area = 0.3 ha (reduced from 0.4 ha)



Zone Category	Draft Plan of Subdivision	Permitted Uses	Site Specific Special Provision
Natural Environment Zone (NE)	Portions of Block 22	As per the Township Zoning By-law	As per the Township Zoning By-law
Open Space Zone (OS)	Portions of Block 22	Only the following uses shall be permitted: Conservation use (as per the Township Zoning By-law);	Mountain biking, off- leashed dog areas and the use of any motorized vehicles (except for maintenance purposes) are not permitted.
		Passive Recreation	

The following section discusses the proposed zoning provisions:

<u>Urban Residential (UR(spXX)) (Lots 1-21):</u>

- Reduced minimum lot area requirement is acceptable to address technical comments, subject to the other modifications below.
- Additional Residential Units were contemplated as part of the original application for the Urban Residential Site-Specific Zone (UR(spXX)). The Applicant has since removed this request. It is recommended that Additional Residential Units is prohibited in this Zone due to limited lot size and the potential challenges associated with accommodating the increased demand on private servicing systems.
- Home businesses are limited to uses that do not involve the use of chemicals, in response to the Township Hydrogeologist's concerns regarding the potential risk of groundwater contamination. These occupations may include nail salons and hair and beauty salons.
- A site-specific provision is added to prohibit driveways and parking areas between
 the dwelling and the Open Space Zone as these areas are largely within a drainage
 catchment area that does not have quality control prior to discharging into the
 creek. Additional conditions are also recommended for Draft Plan approval that the
 driveways and parking areas are not permitted within this catchment area.
- A site-specific provision is added to ensure that the private home day care would be subject to the Home Businesses regulations under Section 4.11 of the by-law. This ensures the scale of this use is incidental and ancillary to the dwelling.





 The Applicant's requested amendment to reduce the required setback from a Natural Environment Zone (NE) from 30 metres to 15 metres is not supported. Conservation Halton confirms that their policy does not permit any development within 30 metres of regulated wetland features. The extent of the proposed NE Zone aligns with the verified boundaries of the wetland feature. Reducing this setback requirement would contradict Conservation Halton's policy.

<u>Urban Residential (UR(spYY)) (Portions of Block 22):</u>

- Reduced minimum lot area requirement is adequate to accommodate the stormwater management facility; and
- Passive recreation is added as a permitted use in the event the Township wants to provide an access between the proposed Street 'A' and the Open Space lands.

Natural Environment (NE) (Portions of Block 22):

- The Applicant requested to rezone the refined extent of the wetlands and woodlands to NE. This is necessary to protect these features; and
- There are pockets of lands surrounded by the NE-zoned lands that the Applicant proposed to rezone to Open Space as these lands do not contain natural features. However, it is recommended that these pockets also be zoned NE, for practical purposes and to avoid potential fragmentation of the natural features.

Open Space (OS(spZZ)) (Portions of Block 22):

- The Applicant requested to rezone the remnant lands of Block 22 to Open Space. Most of these lands lie between the residential lots and the lands rezoned to NE. The Township Ecologist and Conservation Halton have no issues with this approach;
- Passive Recreation is added as a permitted use to enable the possibility that these lands may be used by the public for passive recreational uses; and
- A site-specific provision is added to prohibit mountain biking, off-leash dog areas and the use of motorized vehicles (except for maintenance purposes) within these lands as they may impact the adjacent natural features, as recommended by the Township Ecologist.

CONCLUSION

It is recommended that the Application for Zoning By-law Amendment D14-WDD be approved, and the Draft Plan of Subdivision be endorsed, subject to the conditions outlined in **Attachment – 4**, as the Applications meet *Planning Act* requirements, are consistent with the Provincial Planning Statement, and conform with the County OP.





Respectfully Submitted,

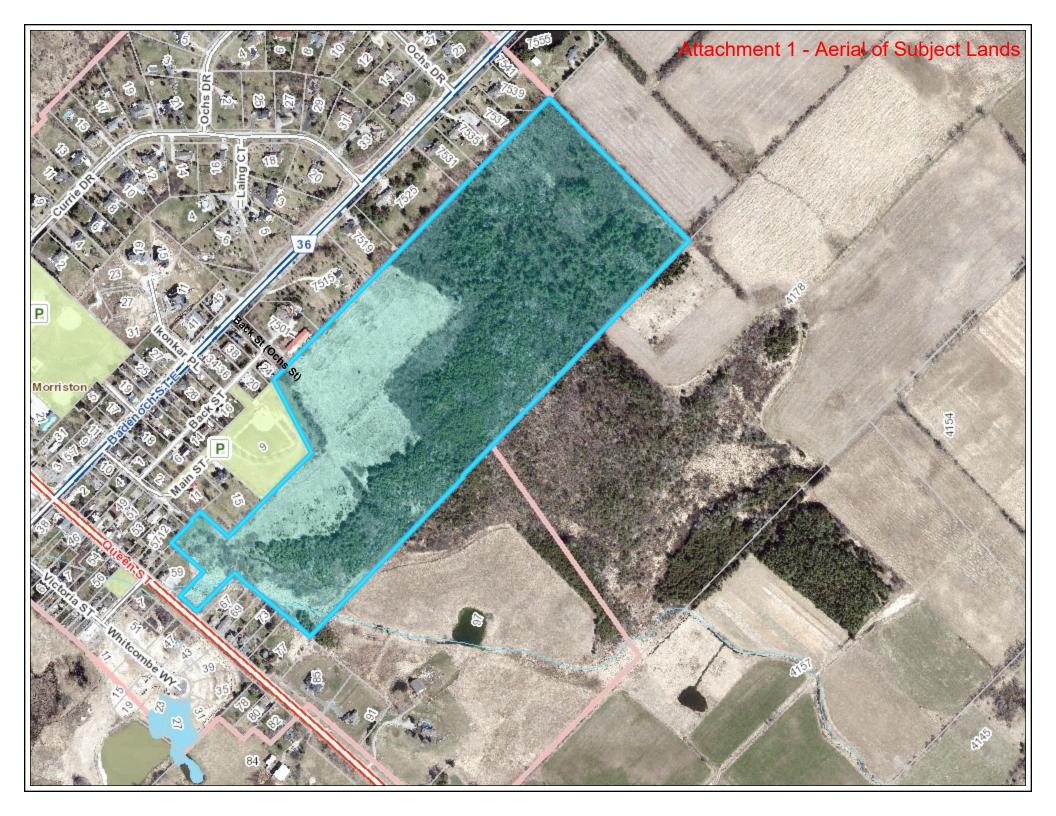


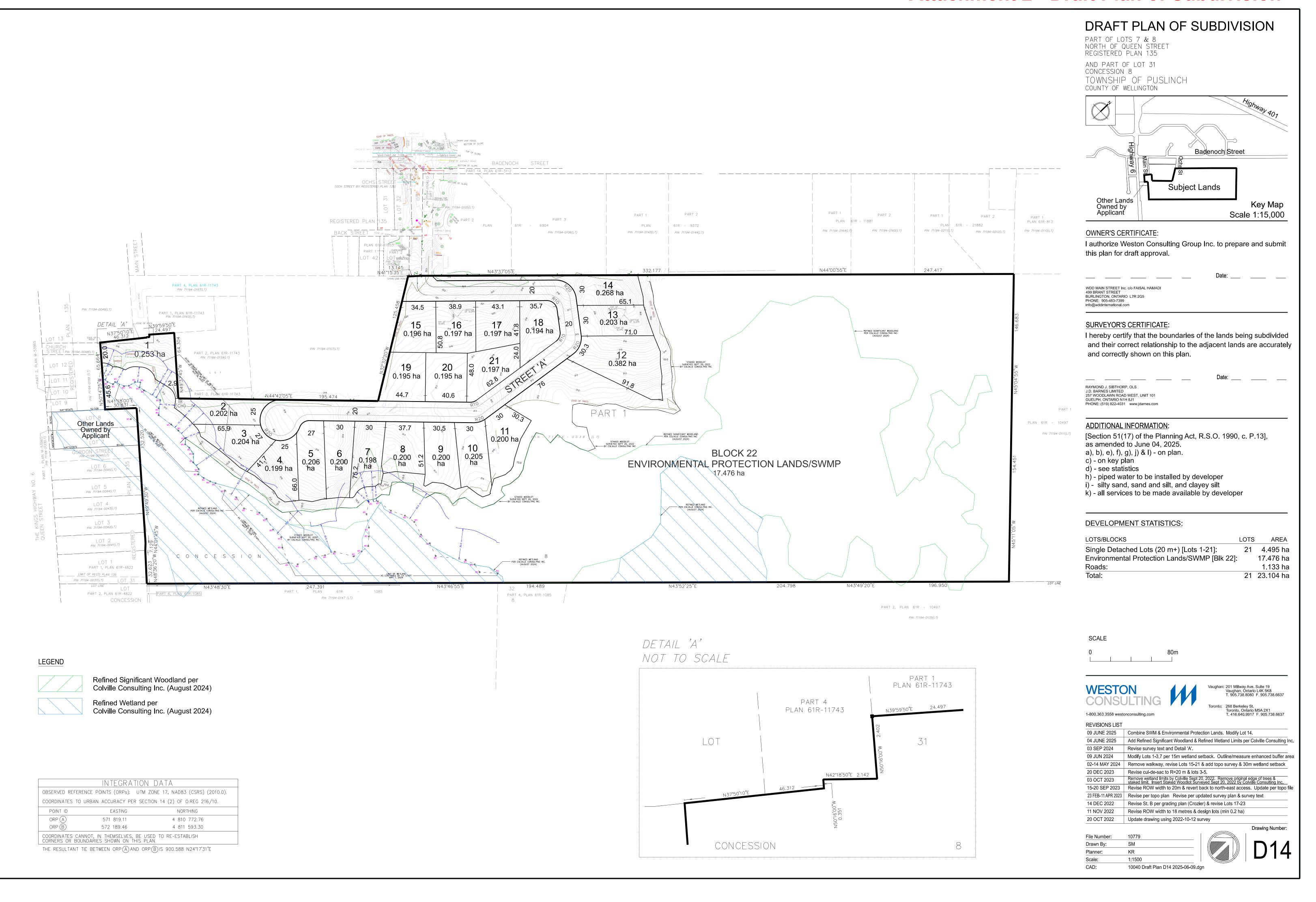
Jesse Auspitz, RPP, MCIP
Principal Planner, Toronto
NPG Planning Solutions Inc.



Jeremy Tran, RPP, MCIP
Manager, Urban Design & Development
Planning, Toronto
NPG Planning Solutions Inc.







THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063

A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED, BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

- 1. THAT Schedule "A" to By-law 023-18 is hereby amended by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp116)), OPEN SPACE SITE-SPECIFIC ZONE (OS(sp117)) and NATURAL ENVIRONMENT ZONE (NE) with an Environmental Protection Overlay, as shown in Schedule "A" of this By-law.
- 2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 115 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
115	UR		Only the	Additional	Lot Area (min.):
			following uses	Residential	0.19 hectares
			shall be	Units	
			permitted:		Parking Areas:
					Parking areas and
			A single		driveways shall
			detached		not be permitted in
			dwelling;		the rear yard for
					lots abutting the
			Home business		OS(sp117) Zone
			that does not		
			involve the use,		Private home day
			storage or		care shall be
			disposal of		subject to Section
			hazardous,		4.11 Home
			flammable,		Businesses of
			volatile, or toxic		Zoning By-law
			chemicals; and		023-18.
			Private home		
			day care		

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 116 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted	uses	Special Provision
			uses		•
116	UR		Only the following use shall be permitted:		Lot Area (min.): 0.3 hectares
			A stormwater management facility; and		
			Passive recreation		

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 117 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
117	OS		Only the		Mountain biking,
			following uses		off-leashed dog
			shall be		areas and the use
			permitted:		of any motorized
					vehicles (except for
			Conservation		maintenance
			use; and		purposes) are not
					permitted.
			Passive		
			recreation;		

- 5. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
- 6. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

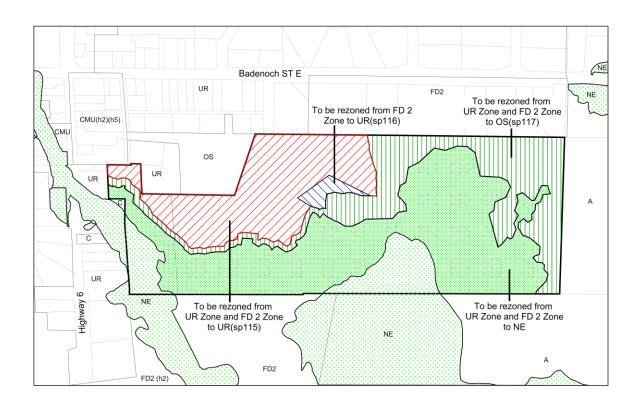
READ A FIRST AND SECOND TIME	THIS 18 DAY OF JUNE 2025.
James Seelev. Mayor	Justine Brotherston, Acting Clerk

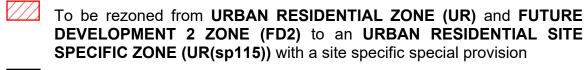
Attachment 3 – Draft Zoning By-law Amendment

READ A THIRD TIME AND PASSED	THIS 18 DAY OF JUNE 2025.
James Seeley, Mayor	Justine Brotherston, Acting Clerk

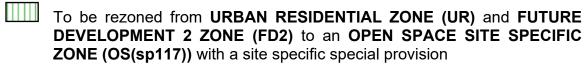
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063

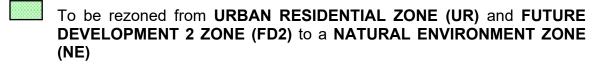
SCHEDULE "A"











Attachment 3 – Draft Zoning By-law Amendment

This is Schedule "A" to the By-law No. 2025-063
Passed this 18th day of June, 2025
James Capley Mayor
James Seeley, Mayor
Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH EXPLANATION BY-LAW NUMBER 2025-063

By-law Number 2025-063 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC (UR(sp116)), NATURAL ENVIRONMENT ZONE (NE) and OPEN SPACE SITE-SPECIFIC (OS(sp117)) with an Environmental Protection Overlay to permit a subdivision consisting of 21 single detached dwelling lots, a stormwater management facility, open space lands and natural environment lands.

DRAFT CONDITIONS OF DRAFT PLAN APPROVAL (23T-23002)

General

- 1. THAT the owner shall enter into a Subdivision Agreement with the Township of Puslinch or any other necessary agreements executed by the Owner, the Township and the County or any other appropriate authority prior to any development within the plan to satisfy all financial, legal and engineering matters including land dedications, grading, easements, fencing, landscaping, provision of roads, stormwater management facilities, installation of municipal services, securities, parkland and cash contributions, and other matters of the Township and the County respecting the development of these lands in accordance with the latest standards, including the payment of Township and County development charges in accordance with their applicable Development Charges By-laws.
- 2. THAT prior to the registration of the plan of subdivision, the Owner obtains final approval for a Zoning By-law Amendment passed under Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, providing land use regulations for the development of the subject lands in accordance with the draft plan of subdivision.
- 3. THAT the Owner's surveyor provides to the County of Wellington and the Township of Puslinch a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5". The Owner shall pay all costs for preparation and registration of reference plan(s).
- 4. THAT the Owner identifies and dedicates to the Township, gratuitously and free and clear of any mortgages, liens, and encumbrances, the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1). The Owner shall prepare all documents to convey the lands in fee simple and easement interests to the Township for nominal consideration, and at no cost to the Township, such lands to be free and clear of all physical and title encumbrances, to the satisfaction of the Township.

Landscaping & Ecology

- 5. THAT the Owner agrees to submit a detailed Landscape Plan, prepared by a certified landscape architect, to the Township's satisfaction. The Landscape Plan shall:
 - a. Address, but not limited to, the proposed type of plants and fencing, the number and location of plantings for Block 22 (as shown in Appendix 1);
 - b. Provide details, including materials and height, of the fence along the easterly and southerly lot lines of the Old Morriston Park;
 - c. Detail the measures to be implemented for the protection of natural heritage areas, in consultation with Conservation Halton. The Landscape Plan shall provide details regarding vegetative enhancements of the storm water drainage system and natural area buffers around the adjacent deciduous wetland and the reconfigured farm pond. This shall be consistent with the Restoration/Habitat Enhancement Plan.
 - d. Native trees and shrub species shall be incorporated into future landscape plans where possible.

- 6. THAT the Owner agrees to submit a Revised Arborist Report and Tree Protection Plan to the satisfaction of the Township, that addresses the following matters:
 - a. The updated Tree Protection Plan should identify the tree protection zone of trees to be retained, which should be established using a suitable method consistent with arboricultural best practices (i.e., Dripline + 1m, ISA diameter-based calculation method, etc.). The tree protection zone for all trees to be retained, including boundary trees, should be visually identified in relation to the required grading works and other construction impacts in order to effectively demonstrate how trees will be protected from development impacts;
 - b. Any injury or removal of a boundary tree will require the written permission of each respective landowner prior to its removal. This is a requirement of the provincial *Forestry Act* (1990), and should be completed prior to any tree removal activity being initiated;
 - c. The revised submission should include all mitigation measures prescribed within the previous 2024 Tree Protection Plan under "Summary and Recommendations"; and
 - d. Compensation for trees removed from the subject property shall be provided at the 2:1 replacement rate at the minimum, or in a manner that is acceptable to the Township.
- 7. THAT the Owner agrees to submit a Restoration/Habitat Enhancement Plan, to the Township's satisfaction to address the following:
 - a. This plan should include specific details of the proposed restoration/habitat enhancement works to be completed within the woodland and wetland buffer areas that have been prescribed within the 2024 Environmental Impact Study prepared by Colville Consulting Inc., as well as a monitoring program to evaluate the success of the proposed restoration effort; and
 - b. This plan should also include relevant restoration details such as the species, location, size, and quantity of plantings. It is recommended that this plan also include details of a monitoring program and survivorship thresholds to be achieved through the restoration works.
 - c. The buffer enhancement plan needs to outline works to enhance buffers adjacent to the woodland and wetland and complement these features. Monitoring of plantings and enhancement should be incorporated into this plan.
 - d. This plan should provide an appropriate duration of monitoring to determine the effectiveness of the buffer enhancement and identify steps to be taken in the event the buffer enhancement is considered ineffective after the monitoring period.
- 8. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That the Owner shall, at their own expense, implement the Landscape Plan, the Arborist Report and Tree Protection Plan, the Restoration/Habitat Enhancement Plan and monitoring to the satisfaction of the Township;

- b. That any required vegetation removal shall be conducted in a manner to avoid impacts to nesting birds that may be utilizing habitats on the property. The breeding bird period for this area is generally March 15 to August 31. A survey for active bird nests shall be conducted prior to any vegetation removal or site alteration planned to occur during this window;
- c. That the Owner agrees that any grading or filling to be conducted on the Subject Property shall be designed where possible to maintain existing overland flow patterns to help avoid hydrological and sedimentation impacts to the woodland and wetland;
- d. That the Owner agrees that any exclusion fencing shall be installed no less than 1m from the drip-line of trees to be retained in the Significant Woodland to ensure roots are not compacted or injured;
- e. That the Owner agrees that appropriate sediment and erosion controls shall be installed prior to any grading, construction or site alteration works on the Subject Property to prevent sediment transfer to the wetland and watercourse features; and
- f. That the Owner agrees that any silt fences shall be properly embedded (as per Ontario Provincial Standard Specification 805) into the ground to reduce any offsite movement of silt.

Parkland

9. THAT the Owner shall pay the Township cash in-lieu of parkland dedication for the value of the lands otherwise required to be conveyed to the Township. The owner shall retain an independent accredited real estate appraiser to provide an opinion of value, conducted to the satisfaction of the Township, with all costs associated with the appraisal to be borne by the Owner. The value of the land shall be determined subject to Section 42 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and in accordance with the Township of Puslinch's prevailing by-law regulating payment of cash-in lieu of parkland.

Hydrogeology

- 10. THAT the Owner agrees to provide documentation, to the Township's satisfaction, of the existing adjacent wells (dug or drilled) and septic systems along Lots 1, 2 and 14 (as shown in Appendix 1) to ensure that the new lots do not impact existing septic systems and wells.
- 11. THAT the Owner agrees to submit an updated Hydrogeological Assessment, addressing all hydrogeological technical review comments, to the satisfaction of the Township.
- 12. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That supply wells to be installed in either in the lower bedrock aquifer (Gasport Formation) or in the upper bedrock aquifer (Guelph Formation) where low permeability overburden deposits (hydraulic conductivity less than 10-5 cm/sec) are identified with a thickness of at least 10 m;

- b. That the wells installed in the lower bedrock aquifer must be cased and sealed into the lower unit and that multiaquifer wells (i.e., wells that are constructed with a screen or open hole extending through both the upper and lower bedrock aquifers) are not permitted;
- c. That the Water quality within supply wells must meet the Ontario Drinking Water Quality Standards (ODWS) Maximum Acceptable Concentrations (MAC) for total coliforms, E. coli, nitrate and nitrite;
- d. That Advanced tertiary treatment (15 mg/L nitrate) is required for all septic systems;
- e. That the Purchase and Sale Agreements inform purchasers that they must comply with maintenance requirements for private septic systems with advanced tertiary treatment.

Engineering

- 13. THAT the Owner agrees to submit an Assessment of Potential Stormwater Management Outfall Impacts, to the satisfaction of the Township, which shall include:
 - a. A detailed assessment of stormwater management outfall impacts on the adjacent Significant Woodland, informed by detailed design, to determine mitigative options and identify necessary adaptive management activities in order to ensure there are no negative impacts to the retained woodland; and,
 - b. The preparation of a future monitoring program to evaluate downstream impacts from the stormwater outfall, including potential impacts on tree health and the stability of soils within the outfall area. This plan should include the prescribed frequency of monitoring, a description of the assessments that will be completed, and mortality thresholds that will trigger the requirement to plant replacement trees within this area.
- 14. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements for Lot 15 and Lot 19 (as shown in Appendix 1) inform the purchasers of the presence of a berm located along the westerly lot lines, which serve to prevent stormwater runoff from the park. This condition shall not apply if the berm is no longer proposed.
- 15. THAT the Owner agrees to conduct a Wetland Water Balance Assessment to demonstrate that the quantity and quality of water directed to adjacent hydrological features will not be negatively impacted in the post-development scenario.
- 16. THAT the Owner agrees to satisfy all the requirements, financial and otherwise, of the Township of Puslinch concerning the provision and construction, where required, of roads, sidewalks, secondary emergency access, stormwater drainage systems, street signs, fencing, landscaping, underground fire reservoir, street lighting and other services for the proper and orderly development of the subject lands.
- 17. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements inform the purchasers that a levy may

- be imposed on the future owners of the residential lots for the maintenance costs for stormwater drainage, stormwater management facility and fire protection infrastructure.
- 18. THAT the Owner shall construct fire protection facilities to the satisfaction of the Township of Puslinch, in accordance with the requirements of the Fire Department.
- 19. THAT the Owner shall submit to the Township for review and approval, a drawing demonstrating that the proposed parking areas and driveways of the residential lots can be provided outside of all catchment areas that do not have quality control.
- 20. THAT prior to any grading or construction on the site, and prior to registration of the plan, the Owner agrees to submit the following plans and reports to the satisfaction of the Township of Puslinch in consultation with Conservation Halton:
 - a. A final detailed stormwater management report and plans in accordance with the C.F. Crozier & Associates Inc. Functional Servicing and Preliminary Stormwater Management Report (dated December 2024), and with the 2003 Ministry of the Environment Report entitled `Stormwater Management Practices Planning and Design Manual'.
 - b. An erosion and sedimentation control plan in accordance with Conservation Halton's Guidelines for Sediment and Erosion Control, indicating the means whereby erosion will be minimized and sediment retained on site throughout all phases of grading and construction. The plan shall include a monitoring and maintenance program, and provision for the timely revegetation of the site.
 - c. A final detailed lot grading and drainage plan showing the limits of all grading, including existing and proposed grades, and information such as the tentative house locations, proposed top of foundation wall, minimum basement floor, the highest recorded groundwater elevations for each lot, and tile field locations with their sizes and elevations complete with any other special features necessary to ensure adequacy of the tertiary septic system and drainage for each lot.
- 21. THAT the Owner shall grant easements as required for services, utilities, fire protection facilities, and drainage purposes to the appropriate authority.
- 22. THAT the Owner agrees to submit a Lighting Plan and Photometric Plan for street lighting to the satisfaction of the Township of Puslinch.
- 23. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. All lighting fixtures, including exterior lighting and street lighting, are certified under the DarkSky Approved Luminaires program or equivalent;
 - b. Any exterior lighting should be directed away from the significant woodland and wetland on and adjacent to the property where possible.
- 24. THAT the Owner agrees to submit a topographic survey of external lands, including the Township's Morriston Ball Park, should be completed to the satisfaction of the Township and subdivision grading plans should be updated to clearly show existing grades are adjacent lands, the top and bottom of berms, and ponding limits and the grading plans

- should demonstrate that all external lands draining towards to the proposed subdivision are conveyed to a suitable outlet.
- 25. THAT the Owner shall obtain an Environmental Compliance Approval for Stormwater Works prior to the assumption of the stormwater infrastructure by the Township of Puslinch, all stormwater infrastructure should be cleaned, and the Environmental Compliance Approval should be transferred to the Township of Puslinch.

Road

- 26. THAT the Owner shall dedicate the road allowance, i.e. Street 'A' (as shown in Appendix 1), as a public highway gratuitously to the Township.
- 27. THAT the Owner agrees to complete the retaining wall relocation during the reconstruction of Back Street (Ochs Street) and to contact the resident(s) at 40 Badenoch Street East prior to carrying out the work.
- 28. THAT the design of the retaining wall be review and approved by the Township.
- 29. THAT the Owner agrees that a Public Meeting will be held to review the details of the draft plan of subdivision which will include details of Back Street (Ochs Street) redesign. The updated draft plan of subdivision shall include the sight line distances for the proposed Back Street (Ochs Street) and the Main Street accesses, to the Township's satisfaction. This Public meeting will be scheduled prior to the approval of the subdivision agreement to review the detailed design of Back Street (Ochs Street) in order to provide the public an additional opportunity to provide input.
- 30. THAT the Owner agrees to submit a topography survey of Badenoch Street and provide a plan and profile drawing showing to confirm the vertical sight lines, to the satisfaction of the Township and the County.

Ministry of Transportation

- 31. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval, a copy of a Traffic Impact Study.
- 32. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and acceptance a stormwater management report along with grading/drainage plan.
- 33. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval a draft copy of the M-Plan for this subdivision.
- 34. THAT prior to final approval, the Owner shall provide the Ministry of Transportation for review and approval, the Conditions of Draft Plan Approval and Draft Subdivision Agreement to ensure our requirements have been incorporated.

Canada Post

35. THAT the Owner agrees to consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.

- 36. THAT the Owner agrees to confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility;including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- 37. THAT the Owner agrees to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- 38. THAT the Owner agrees to communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy
- 39. THAT the subdivision agreement between the Owner and The Township of Puslinch shall contain provisions identifying that the Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
- 40. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that all Purchase and Sale Agreements contain the following clauses to advise purchasers that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- 41. THAT The Owner agrees to work with Canada Post to determine and provide temporary suitable Centralized Mail Box locations which may be utilized by Canada Post until the roadways are in place in the remainder of the subdivision.

Upper Grand District School Board

- 42. THAT the Education Development Charges shall be collected prior to the issuance of a building permit(s).
- 43. THAT the Owner shall agree to provide the Upper Grand District School Board with a digital file of the plan of subdivision in either ARC/INFO export or DWG format containing parcel fabric and street network.
- 44. THAT the Owner and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
- 45. THAT the Owner shall agree in the subdivision agreement to advise all purchasers of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease:
 - a. "In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its

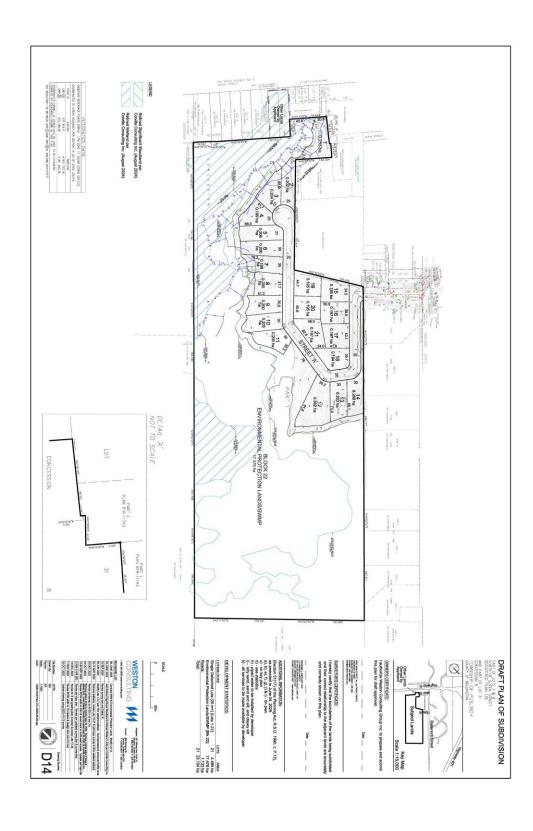
assigns or successors, will not travel on privately owned or maintained right-ofways to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."

Subdivision Agreement

- 46. THAT the Subdivision Agreement between the Owner and the Township of Puslinch include the following clauses:
 - a. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the approved Landscape Plan at the sole cost of the Owner, to the Township's satisfaction;
 - b. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall be responsible for ongoing maintenance, repairs and replacements of all implemented landscape features;
 - c. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the required buffer enhancement and monitoring up to an appropriate time period as specified in the buffer enhancement plan;
 - d. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall install fences, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 22 (as shown in Appendix 1);
 - e. THAT the Owner install fences, to the Township's satisfaction, along the easterly and southerly lot lines of the Old Morriston Park;
 - f. THAT the Owner converts Back Street into a one-way street at their sole cost to the satisfaction of the Township if the Township determines that this is required prior to the registration of subdivision.
- 47. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that Purchase and Sale Agreements contain the following clauses to advise purchasers:
 - a. That there may be incompatible uses or features associated with the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1);
 - b. That home businesses that involve the use, storage, or disposal of hazardous, flammable, volatile, or toxic chemicals are not permitted;
 - c. That no driveways or parking areas are permitted within catchment areas that do not have quality control and that the Purchase and Sale Agreements include a map showing the extent of such catchment areas; and
 - d. That purchasers are responsible for the perpetual maintenance and replacement of the fence, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 23 (as shown in Appendix 1).
- 48. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That all infrastructure works will be constructed to prevalent Township's standards.

- b. That the Owner agrees to name the street to the satisfaction of the Township of Puslinch, such that the new street name shall not be a duplicate in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
- c. That the owner agrees to grant to the Township any required easements for services or utilities, particularly drainage easements and earth berms as demonstrated in the Hydrogeological Report and Stormwater Management Report.
- d. That the Owner agrees to provide sidewalks and street lighting in the subdivision to allow children to walk safely to a designated bus pick-up point.
- e. That a streetscape plan illustrating the location of on-street parking, street trees, sidewalks, pavement markings, temporary and final community mailbox locations, hydrants, regulatory and no parking signs and street lighting is submitted to the Township for review and approval.
- f. That monitoring program(s) to assess the performance and/or impacts of both the sewage treatment units and overall stormwater drainage system is submitted to the Township for review and approval. The monitoring program(s) must contain contingency provisions that will be implemented by the Owner in the event that the parameters set by the monitoring program(s) are exceeded.
- g. That all submitted plans and supporting reports will be subject to a peer review at the owner's cost.
- h. That the Owner shall make satisfactory arrangements with the appropriate Hydro provider for the provision of permanent electrical services to the subdivision.
- i. That the Owner shall make satisfactory arrangements with the appropriate telephone/telecommunications provider for the installation and delivery of permanent telephone/telecommunication services to the subdivision.

Appendix 1 – Draft Plan of Subdivision



REPORTS AND STUDIES SUBMITTED

In support of the Application, the following items were submitted:

- Zoning By-law Amendment Application prepared by Weston Consulting dated March 1st, 2023;
- Draft Plan of Subdivision prepared by Weston Consulting, dated September 3, 2024:
- Draft Zoning By-law Amendment prepared by Weston Consulting, dated April 16, 2025;
- Planning Justification Report prepared by Weston Consulting, dated September 2024;
- PJR Addendum prepared by Weston Consulting, dated November 20, 2024;
- Nitrate Loading Impact Assessment prepared by Terraprobe, dated February 23,2023;
- Geotechnical Investigation prepared by Terraprobe, dated October 3, 2022;
- Fluvial Geomorphological and Meander Belt Width Assessment prepared by GEO Morphix, dated February 17, 2023;
- Meander Belt Cover Letter prepared by GEO Morphix, dated December 21, 2023;
- Environmental Impact Study prepared by Colville Consulting Inc., dated August 2024;
- Environmental Impact Study Addendum Letter prepared by Colville Consulting Inc., dated November 14, 2024;
- Tree Preservation Plan prepared by Colville Consulting Inc., dated August 23rd, 2024;
- Functional Servicing & Preliminary Stormwater Management Report prepared by C.F. Crozier & Associates Inc., dated December 2024;
- Civil Drawing Package prepared by C.F. Crozier & Associates Inc., dated December 20, 2024;
- Servicing Review Letter for Additional Residential Units and Home-Based Businesses prepared by C.F. Crozier & Associates Inc., dated November 15, 2024;
- Legal Survey prepared by J.D Barnes, dated September 20, 2022;
- Topography Survey prepared by J.D Barnes, dated September 16, 2022;
- Traffic Impact Study prepared by GHD Limited, dated June 28, 2024;
- Traffic Review Letter for Additional Residential Units and Home-Based Businesses prepared by GHD, dated November 13, 2024;
- Stage 2 Archeological Property Assessment prepared by AMICK Consultants Limited, dated February 12, 2023;
- Phase One Environmental Site Assessment prepared by Niagara Soils Solutions LTD., dated August 14, 2024;

Attachment 5 - List of Studies Submitted by the Applicant

- Hydrogeological Assessment prepared by Terraprobe, dated February 23, 2023;
- Hydrogeological Assessment Addendum prepared by Terraprobe, dated December 21, 2023;
- Hydrogeological Assessment prepared by Englobe, dated August 28, 2024;
- Hydrogeologist Response Letters prepared by Englobe, dated August 28, 2024 and December 20, 2024;
- Hydrogeological Letter Results of Test Well Drilling and Aquifer Testing (includes Test Well Results) prepared by Englobe, dated November 19, 2024;
- Hydrogeological Letter for Additional Residential Units and Home-Based Businesses prepared by Englobe, dated November 19, 2024;
- Letter Response to Wellington Hydrogeology Comments prepared by Englobe, dated December 20, 2024;
- Comment Response Matrixes prepared by Weston Consulting, dated September, 2024, November 24, 2024 and January 2025;
- Response to Public Comments Letter prepared by Weston Consulting, dated March 12, 2025;
- Geowarehouse Property Report for 11 Main St, dated December 8, 2021;
- Geowarehouse Property Report for 12 Main St, dated March 11, 2025;
- Property Maps and Index Maps
- Response to Access Road Comments Letter prepared by Weston Consulting, dated April 29, 2025

SUMMARY OF COMMENTS AND RESPONSES

Location of Access

Residents raised concerns pertaining to the use of Back Street (Ochs Street) and requested the consideration of alternatives such as Main Street and Highway 6 (Queen Street). These alternatives were not feasible for several reasons which were detailed in NPG's report for the Second Public Meeting. There are options to limit traffic entering Back Street from the Subject Lands including the preferred option which is to convert Back Street to a one-way operation. The Township's Traffic Consultant has no concerns with the current proposed access. A condition is added that the Subdivision Agreement shall require the Applicant to convert Back Street to a one-way operation at their sole cost if this option is recommended at the detailed design stage.

Traffic Calming Measures for Badenoch Street

County staff evaluated the overall risk of the road segment, based on collision frequency and severity, to be Low to Moderate Risk and recommended no further steps need to be taken. Staff also noted the County's Road Master Action Plan provided recommendations to address speeding concerns for this section of Badenoch Street that could be implemented at a later date. No condition has been recommended for this matter.

Sight Lines and Retaining Wall

A sightline analysis was completed in accordance with the requirements of the Township and the County. The assessment confirmed that sufficient sightlines are available subject to the Applicant undertaking the reconstruction of Back Street (Ochs Street) and relocation of the retaining wall as a condition of Draft Plan approval. The Township's Traffic Consultant has no outstanding concerns regarding sightlines. The County also requires, as a condition of Draft Plan approval, that the Applicant to verify the Vertical Sightlines by completing a current topographical survey of Badenoch Street and provide a plan and profile drawing showing results.

On April 16, 2025, Township Council made Resolution No. 2025-128 requiring:

- That the design of the retaining wall be reviewed and approved by the Township;
 and
- That a Public Meeting be conducted to review the details of the draft plan of subdivision which will include details of Back Street (Ochs Street) redesign.

On May 7, 2025, Township Council made Resolution No. 2025-149 requesting:

 That the applicant amend Schedule "A" of the report to be provided to the public to include the sight line distances for the proposed Back Street (Ochs Street) and the Main Street access; and

Attachment 6 - Summary of Comments and Responses

• That staff schedule a public meeting prior to the approval of the subdivision agreement to review the detailed design of Back Street (Ochs Street). in order to provide the public an additional opportunity to provide input on the application.

NPG included the above as conditions of Draft Plan approval (Attachment – 4).

Location of Mailboxes/Sidewalks

The location of mailboxes and sidewalks are not zoning matters but will be considered through the detailed design stage. NPG recommended a condition of Draft Plan approval (**Attachment – 4**) requiring the location of mailboxes to be reviewed and approved by the Township. During this review, the Township will ensure the location of mailboxes limits access onto and prevents the blocking of Back Street.

Length of the Public Road

The length of the Public Road is not a concern of the Chief Building Official or the Fire Chief. No condition has been recommended for this matter.

Dark Sky Compliant Lighting

Section 4.15 of the Township's By-law includes the requirements applicable to lighting on private property to ensure such lighting does not impact adjacent lots and streets. There are no policies or requirements regarding dark sky complaint lighting for the public boulevard. The Township's engineer will address the current requirements for street lighting during their review required as a condition of Draft Plan approval (**Attachment – 4**). Another condition, requiring the future light fixtures to be certified under DarkSky Approved, is also included in the recommended conditions.

Internal Grades of Roads

Public Works is not concerned regarding the slope of the public road and indicated that sandboxes may be installed within the subdivision to ensure friction between vehicles and roads during winter months. No condition has been recommended for this matter.

Environmental Protection Lands (Part of Block 22)

Part of Block 22 is constrained by natural heritage and hazard features, including non-provincially significant and unevaluated wetlands, significant woodlands, and both regulated and non-regulated watercourses, including Bronte Creek tributaries and associated floodplains.

On May 7, 2025, Township Council made Resolution No. 2025-149, confirming its intention to acquire the former Block 23 (now a part of Block 22) through the Draft Plan of Subdivision approval process subject to the following conditions:

Attachment 6 - Summary of Comments and Responses

- That the developer pays the full parkland dedication fees for the proposed subdivision; and,
- That the developer through the draft plan of subdivision be required to install fencing to delineate the public lands from the private properties.

NPG included the above as conditions of Draft Plan approval (**Attachment – 4**), including a condition requiring the Applicant to dedicate this portion of Block 22 to the Township gratuitously. NPG also recommended conditions related to the preparation and implementation of a buffer enhancement plan and monitoring of such enhancement adjacent to the woodland and wetland.

Modifications to Draft Plan

The Applicant has modified the Draft Plan:

- Merge Block 22 (stormwater management block) and Block 23 (environmental protection block) as per Council Resolution 2025-127; and
- Merge Block 24 with Lot 14. Block 24 is a sliver of lands along the north side of the proposed Street 'A'.

The updated draft plan are shown as **Attachment – 2**).

Township Comments:

NPG Planning Solutions – No outstanding concerns. Conditions of Approval have been included in **Attachment – 4**.

Wellington Hydrogeology - No outstanding concerns. Technical comments related including those related to well disinfection after drilling, usage of upper bedrock aquifers vs lower bedrock aquifers, septic system maintenance requirements, etc. will be addressed through conditions of Draft Plan approval.

GEI Consultants – No outstanding concerns. Technical comments will be addressed through conditions of Draft Plan approval included in **Attachment – 4**.

NRSI – No comments outstanding concerns. Technical comments will be addressed through conditions of Draft Plan approval included in **Attachment – 4**.

Building – No comments.

Fire and Rescue Services – No comments outstanding concerns. Technical comments will be addressed through conditions of Draft Plan approval included in **Attachment – 4**.

Public Works, Parks and Facilities – No comments.

Attachment 6 - Summary of Comments and Responses

By-law enforcement – No comments.

Traffic (Salvini Consulting Inc.) – No comments outstanding concerns.

County Comments: No outstanding concerns for Zoning By-law Amendment Application.

Agency Comments:

Conservation Halton – No outstanding concerns.

MTO – No outstanding concerns. Conditions pertaining to the Draft Plan of Subdivision are included in **Attachment – 4**.



Addendum Planning Report for the Township of Puslinch Prepared by NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO

Township of Puslinch

From: Jesse Auspitz, Principal Planner

NPG Planning Solutions Inc.

Subject: WDD Main St Inc. (Main St)

Recommendation Report Addendum

Zoning By-law Amendment Application D14-WDD & Draft Plan of

Subdivision Application 23T-23002 PUSLINCH CON 8 PT LOT 31

Attachments: 2 – Draft Plan of Subdivision Provided by Applicant (Revised)

3 – Draft Zoning By-law Amendment

4 – Draft Conditions of Draft Plan of Subdivision Approval (Revised)

SUMMARY

NPG prepared a Recommendation Report for the Zoning By-law Amendment Application D14-WDD & Draft Plan of Subdivision Application 23T-23002 for the lands legally described as Part Lot 31, Concession 8 in the Township of Puslinch.

Following the finalization of that report, NPG has prepared this Addendum to the Recommendation Report to provide Council with the following updates:

 The Applicant modified the Draft Plan of Subdivision to reflect that the subdivision will receive private servicing. Attachment – 2 is updated and attached to this Addendum;





- The list of recommended Conditions of Draft Plan approval, Attachment 4, is updated and attached to this Addendum. An explanation for the modifications is provided below; and
- For clarity, there is no change to the recommended Draft Zoning By-law (Attachment 3).

RECOMMENDATIONS

It is respectfully recommended:

- 1. That Council approves the amendment to the Township of Puslinch Comprehensive Zoning By-law No. 023-18 for the Subject Lands as detailed in **Attachment 3** to this Report;
- 2. That Council directs Staff to submit the necessary By-law; and further
- 3. That Council recommends to the County of Wellington that the proposed Draft Plan of Subdivision application 23T-23002 be granted draft approval, subject to the Township's Draft Conditions of Draft Plan of Subdivision Approval as generally outlined in **Attachment 4** of this report.

DRAFT PLAN OF SUBDIVISION

The Applicant recently provided an updated Draft Plan of Subdivision to reflect that the subdivision will be privately serviced. The previous Draft Plan of Subdivision had a reference of "piped water to be installed by developer" when addressing Section 51(17) h) of the *Planning Act* (under "Additional Information" on the Draft Plan of Subdivision). The current Draft Plan of Subdivision (**Attachment – 2**) corrected that reference to state private services".

RECOMMENDED CONDITIONS OF DRAFT PLAN APPROVAL

The following outlines recommended changes to the list of conditions of Draft Plan Approval and the rationale.

Table 1: Summary of Changes to Conditions of Draft Plan Approval

Condition #	Modified Condition	Discussion
12.d	That Advanced tertiary treatment (15 mg/L nitrate) is required for all septic systems, except that Lots 1 and Lot 12 may be permitted to have standard tertiary treatment systems (20 mg/L	The Applicant proposed to modify this condition to enable Lots 1 and 12 to have standard tertiary treatment systems if the updated hydrogeological report confirms it.



Condition #	Modified Condition	Discussion
	nitrate), subject to an updated hydrogeological report and approval by the Township.	This is because of the relatively larger size of Lots 1 & 12. The Township's Hydrogeologist confirmed the modification is acceptable.
20.c	A final detailed lot grading and drainage plan showing the limits of all grading, including existing and proposed grades, and information such as the tentative house locations, proposed top of foundation wall, minimum basement floor, the highest recorded groundwater elevations for each lot the highest inferred groundwater elevations for each lot using the closest available monitoring well information, and tile field locations with their sizes and elevations complete with any other special features necessary to ensure adequacy of the tertiary septic system and drainage for each lot.	The Applicant proposed to modify this condition. Township's Engineer confirmed the proposed change is acceptable as they do not expect the developer to have a monitoring well in each residential lot.
29	THAT the Owner agrees that a Public Meeting will be held to review the details of the draft plan of subdivision which will include details of Back Street (Ochs Street) redesign, including the sight line distances for the Back Street (Ochs Street) connection. The updated draft plan of subdivision shall	The Applicant proposed to modify the condition on the basis that the Draft Plan of Subdivision, once approved by the County, will have only one access from Back Street (Ochs Street). This condition originates from a previous Council Resolution. Since
	include the sight line distances for the proposed Back Street (Ochs Street) and the Main Street accesses, to the Township's satisfaction. This Public meeting will be scheduled prior to the approval of the subdivision agreement to review the detailed design of Back Street (Ochs Street) in order to provide the public an	a Public Meeting is required prior to the approval of the subdivision agreement to review the redesign of Back Street (Ochs Street), it is recommended that the condition be revised as proposed. This will allow Council and the public an opportunity to review the sight line distance at the intersection of Back Street (Ochs Street) and Badenoch





Condition #	Modified Condition	Discussion
	additional opportunity to provide input.	Street as part of the redesign process.
46.f	THAT the Owner converts Back Street into a one-way street at their sole cost to the satisfaction of the Township if the Township determines that this is required prior to the registration of subdivision.	This condition arises from the public concern re potential increase in traffic on Back Street and one of the options to address this is to convert Back St to a one-way street.
	THAT the Owner provides the Township with a Letter of Credit, in a form and amount satisfactory to the Township, to secure the full cost of all required works associated with the conversion of Back Street into a one-way operation. The Letter of Credit shall remain in effect for a minimum period of three (3) years following	The Applicant's position is that they are not proposing or requiring this conversion for traffic circulation or site access purposes, and therefore do not believe the cost should be imposed on them. The Applicant is also concerned with how this condition could be implemented during the detailed design stage.
	the date of registration of the subdivision.	This condition has been revised to require the provision of a Letter of Credit with a three-year expiration period. This approach enables the Applicant to fulfill the condition regardless of if or when the Township proceeds with the road conversion. At the same time, it provides the Township with a minimum of three (3) years to evaluate whether the conversion is necessary.
49	THAT the Owner evaluates all wetlands to be retained using Conservation Halton's Guidelines for Wetland Water Balance Assessments (June 2024) to ensure that there are no hydrologic impacts to the wetlands and design mitigation measures as required.	This condition from Conservation Halton is added. This condition is similar in nature to Condition #15 which requires a Wetland Water Balance Assessment at the detailed design. This condition provides more guidance on how this evaluation is done.





CONCLUSION

It is recommended that the Application for Zoning By-law Amendment D14-WDD be approved, and the Draft Plan of Subdivision be endorsed, subject to the conditions outlined in **Attachment – 4**, as amended, because the Applications meet *Planning Act* requirements, are consistent with the Provincial Planning Statement, and conform with the County OP.

Respectfully Submitted,

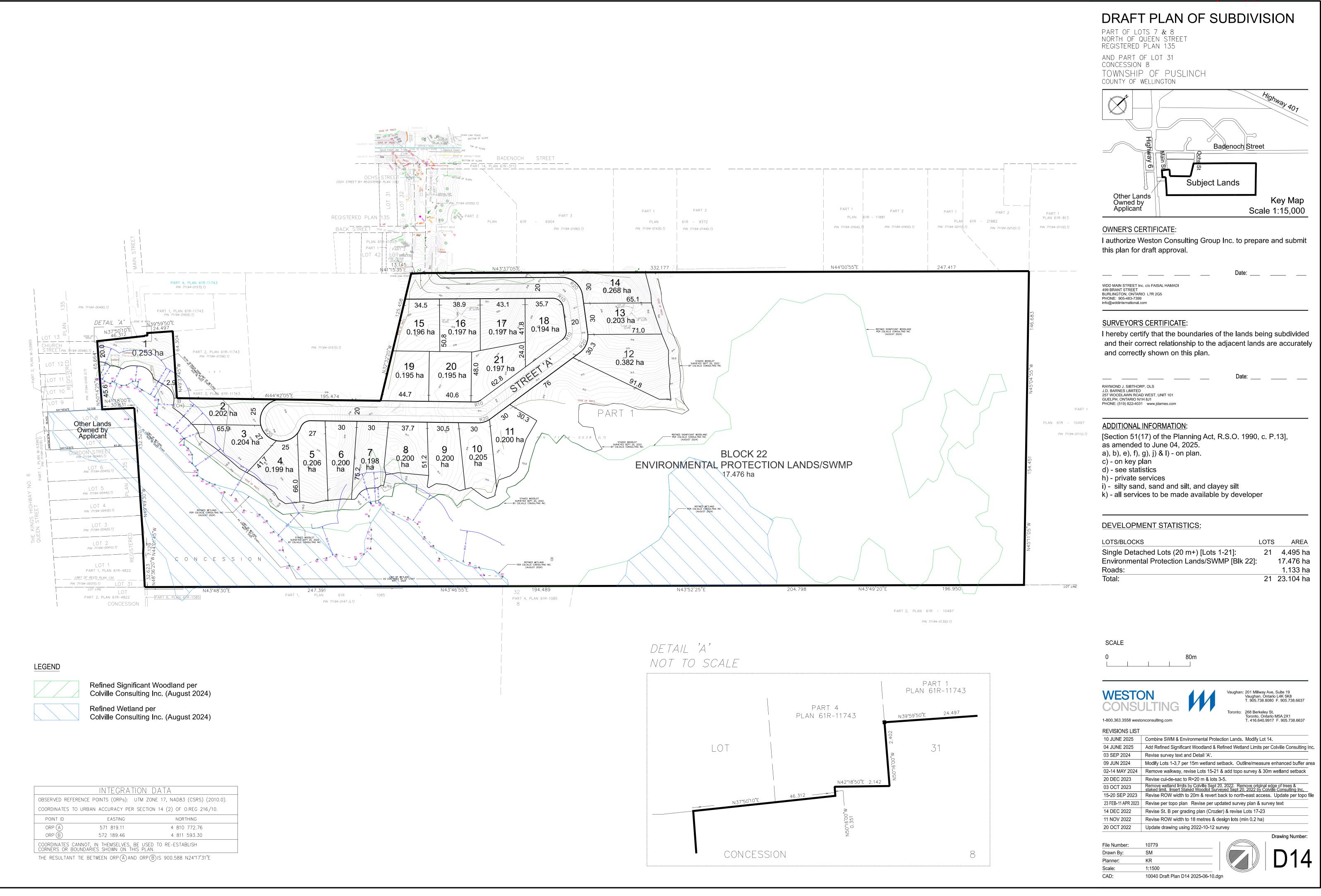


Jesse Auspitz, RPP, MCIP Principal Planner, Toronto NPG Planning Solutions Inc.



Jeremy Tran, RPP, MCIP
Manager, Urban Design & Development
Planning, Toronto
NPG Planning Solutions Inc.





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063

A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED, BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

- 1. THAT Schedule "A" to By-law 023-18 is hereby amended by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp116)), OPEN SPACE SITE-SPECIFIC ZONE (OS(sp117)) and NATURAL ENVIRONMENT ZONE (NE) with an Environmental Protection Overlay, as shown in Schedule "A" of this By-law.
- 2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 115 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
115	UR		Only the	Additional	Lot Area (min.):
			following uses	Residential	0.19 hectares
			shall be	Units	
			permitted:		Parking Areas:
					Parking areas and
			A single		driveways shall
			detached		not be permitted in
			dwelling;		the rear yard for
					lots abutting the
			Home business		OS(sp117) Zone
			that does not		, , ,
			involve the use,		Private home day
			storage or		care shall be
			disposal of		subject to Section
			hazardous,		4.11 Home
			flammable,		Businesses of
			volatile, or toxic		Zoning By-law
			chemicals; and		023-18.
			Private home		
			day care		

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 116 as follows:

Exception	Parent	By-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted	uses	Special Provision
			uses		
116	UR		Only the following use shall be permitted:		Lot Area (min.): 0.3 hectares
			A stormwater management facility; and		
			Passive recreation		

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 117 as follows:

Exception	Parent	By-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
117	OS		Only the		Mountain biking,
			following uses		off-leashed dog
			shall be		areas and the use
			permitted:		of any motorized
					vehicles (except for
			Conservation		maintenance
			use; and		purposes) are not
					permitted.
			Passive		
			recreation;		

- 5. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
- 6. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

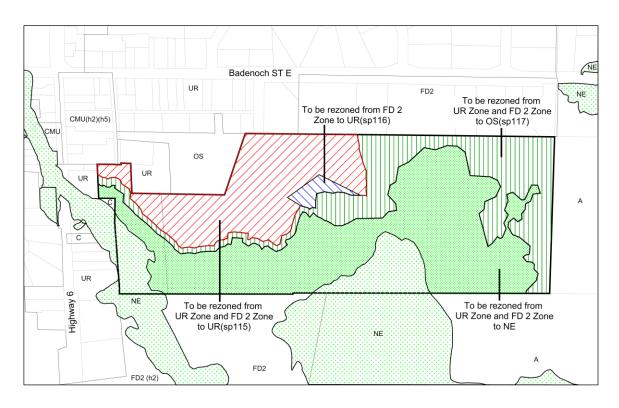
READ A FIRST AND SECOND TIME T	HIS 18 DAY OF JUNE 2025.
James Seeley, Mayor	Justine Brotherston, Acting Clerk

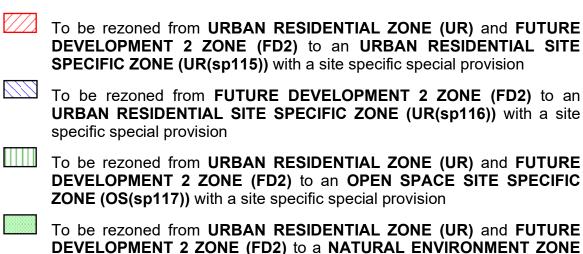
READ A THIRD TIME AND PASSED THIS 18 DAY OF JUNE 2025.

Attachment 3 – Draft Zoning By-law Amendment

James Seeley, Mayor	Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH BY-LAW NUMBER 2025-063 SCHEDULE "A"





(NE)

Attachment 3 – Draft Zoning By-law Amendment

This is Schedule "A" to the By-law No. 2025-063
Passed this 18th day of June, 2025
James Casley Mayo
James Seeley, Mayor
Justine Brotherston, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH EXPLANATION BY-LAW NUMBER 2025-063

By-law Number 2025-063 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC (UR(sp116)), NATURAL ENVIRONMENT ZONE (NE) and OPEN SPACE SITE-SPECIFIC (OS(sp117)) with an Environmental Protection Overlay to permit a subdivision consisting of 21 single detached dwelling lots, a stormwater management facility, open space lands and natural environment lands.

DRAFT CONDITIONS OF DRAFT PLAN APPROVAL (23T-23002)

General

- 1. THAT the owner shall enter into a Subdivision Agreement with the Township of Puslinch or any other necessary agreements executed by the Owner, the Township and the County or any other appropriate authority prior to any development within the plan to satisfy all financial, legal and engineering matters including land dedications, grading, easements, fencing, landscaping, provision of roads, stormwater management facilities, installation of municipal services, securities, parkland and cash contributions, and other matters of the Township and the County respecting the development of these lands in accordance with the latest standards, including the payment of Township and County development charges in accordance with their applicable Development Charges By-laws.
- 2. THAT prior to the registration of the plan of subdivision, the Owner obtains final approval for a Zoning By-law Amendment passed under Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, providing land use regulations for the development of the subject lands in accordance with the draft plan of subdivision.
- 3. THAT the Owner's surveyor provides to the County of Wellington and the Township of Puslinch a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5". The Owner shall pay all costs for preparation and registration of reference plan(s).
- 4. THAT the Owner identifies and dedicates to the Township, gratuitously and free and clear of any mortgages, liens, and encumbrances, the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1). The Owner shall prepare all documents to convey the lands in fee simple and easement interests to the Township for nominal consideration, and at no cost to the Township, such lands to be free and clear of all physical and title encumbrances, to the satisfaction of the Township.

Landscaping & Ecology

- 5. THAT the Owner agrees to submit a detailed Landscape Plan, prepared by a certified landscape architect, to the Township's satisfaction. The Landscape Plan shall:
 - Address, but not limited to, the proposed type of plants and fencing, the number and location of plantings for Block 22 (as shown in Appendix 1);
 - b. Provide details, including materials and height, of the fence along the easterly and southerly lot lines of the Old Morriston Park;
 - c. Detail the measures to be implemented for the protection of natural heritage areas, in consultation with Conservation Halton. The Landscape Plan shall provide details regarding vegetative enhancements of the storm water drainage system and natural area buffers around the adjacent deciduous wetland and the reconfigured farm pond. This shall be consistent with the Restoration/Habitat Enhancement Plan.

- d. Native trees and shrub species shall be incorporated into future landscape plans where possible.
- 6. THAT the Owner agrees to submit a Revised Arborist Report and Tree Protection Plan to the satisfaction of the Township, that addresses the following matters:
 - a. The updated Tree Protection Plan should identify the tree protection zone of trees to be retained, which should be established using a suitable method consistent with arboricultural best practices (i.e., Dripline + 1m, ISA diameter-based calculation method, etc.). The tree protection zone for all trees to be retained, including boundary trees, should be visually identified in relation to the required grading works and other construction impacts in order to effectively demonstrate how trees will be protected from development impacts;
 - b. Any injury or removal of a boundary tree will require the written permission of each respective landowner prior to its removal. This is a requirement of the provincial *Forestry Act* (1990), and should be completed prior to any tree removal activity being initiated;
 - The revised submission should include all mitigation measures prescribed within the previous 2024 Tree Protection Plan under "Summary and Recommendations"; and
 - d. Compensation for trees removed from the subject property shall be provided at the 2:1 replacement rate at the minimum, or in a manner that is acceptable to the Township.
- 7. THAT the Owner agrees to submit a Restoration/Habitat Enhancement Plan, to the Township's satisfaction to address the following:
 - a. This plan should include specific details of the proposed restoration/habitat enhancement works to be completed within the woodland and wetland buffer areas that have been prescribed within the 2024 Environmental Impact Study prepared by Colville Consulting Inc., as well as a monitoring program to evaluate the success of the proposed restoration effort; and
 - b. This plan should also include relevant restoration details such as the species, location, size, and quantity of plantings. It is recommended that this plan also include details of a monitoring program and survivorship thresholds to be achieved through the restoration works.
 - c. The buffer enhancement plan needs to outline works to enhance buffers adjacent to the woodland and wetland and complement these features. Monitoring of plantings and enhancement should be incorporated into this plan.
 - d. This plan should provide an appropriate duration of monitoring to determine the effectiveness of the buffer enhancement and identify steps to be taken in the event the buffer enhancement is considered ineffective after the monitoring period.
- 8. THAT the Owner agrees to the following requirements in the subdivision agreement:

- a. That the Owner shall, at their own expense, implement the Landscape Plan, the Arborist Report and Tree Protection Plan, the Restoration/Habitat Enhancement Plan and monitoring to the satisfaction of the Township;
- b. That any required vegetation removal shall be conducted in a manner to avoid impacts to nesting birds that may be utilizing habitats on the property. The breeding bird period for this area is generally March 15 to August 31. A survey for active bird nests shall be conducted prior to any vegetation removal or site alteration planned to occur during this window;
- c. That the Owner agrees that any grading or filling to be conducted on the Subject Property shall be designed where possible to maintain existing overland flow patterns to help avoid hydrological and sedimentation impacts to the woodland and wetland;
- d. That the Owner agrees that any exclusion fencing shall be installed no less than 1m from the drip-line of trees to be retained in the Significant Woodland to ensure roots are not compacted or injured;
- e. That the Owner agrees that appropriate sediment and erosion controls shall be installed prior to any grading, construction or site alteration works on the Subject Property to prevent sediment transfer to the wetland and watercourse features; and
- f. That the Owner agrees that any silt fences shall be properly embedded (as per Ontario Provincial Standard Specification 805) into the ground to reduce any offsite movement of silt.

Parkland

9. THAT the Owner shall pay the Township cash in-lieu of parkland dedication for the value of the lands otherwise required to be conveyed to the Township. The owner shall retain an independent accredited real estate appraiser to provide an opinion of value, conducted to the satisfaction of the Township, with all costs associated with the appraisal to be borne by the Owner. The value of the land shall be determined subject to Section 42 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and in accordance with the Township of Puslinch's prevailing by-law regulating payment of cash-in lieu of parkland.

Hydrogeology

- 10. THAT the Owner agrees to provide documentation, to the Township's satisfaction, of the existing adjacent wells (dug or drilled) and septic systems along Lots 1, 2 and 14 (as shown in Appendix 1) to ensure that the new lots do not impact existing septic systems and wells.
- 11. THAT the Owner agrees to submit an updated Hydrogeological Assessment, addressing all hydrogeological technical review comments, to the satisfaction of the Township.
- 12. THAT the Owner agrees to the following requirements in the subdivision agreement:

- a. That supply wells to be installed in either in the lower bedrock aquifer (Gasport Formation) or in the upper bedrock aquifer (Guelph Formation) where low permeability overburden deposits (hydraulic conductivity less than 10-5 cm/sec) are identified with a thickness of at least 10 m;
- b. That the wells installed in the lower bedrock aquifer must be cased and sealed into the lower unit and that multiaquifer wells (i.e., wells that are constructed with a screen or open hole extending through both the upper and lower bedrock aquifers) are not permitted;
- c. That the Water quality within supply wells must meet the Ontario Drinking Water Quality Standards (ODWS) Maximum Acceptable Concentrations (MAC) for total coliforms, E. coli, nitrate and nitrite;
- d. That Advanced tertiary treatment (15 mg/L nitrate) is required for all septic systems, except that Lots 1 and Lot 12 may be permitted to have standard tertiary treatment (20 mg/L nitrate) systems, subject to an updated hydrogeological report and approval by the Township.
- e. That the Purchase and Sale Agreements inform purchasers that they must comply with maintenance requirements for private septic systems with advanced tertiary treatment.

Engineering

- 13. THAT the Owner agrees to submit an Assessment of Potential Stormwater Management Outfall Impacts, to the satisfaction of the Township, which shall include:
 - a. A detailed assessment of stormwater management outfall impacts on the adjacent Significant Woodland, informed by detailed design, to determine mitigative options and identify necessary adaptive management activities in order to ensure there are no negative impacts to the retained woodland; and,
 - b. The preparation of a future monitoring program to evaluate downstream impacts from the stormwater outfall, including potential impacts on tree health and the stability of soils within the outfall area. This plan should include the prescribed frequency of monitoring, a description of the assessments that will be completed, and mortality thresholds that will trigger the requirement to plant replacement trees within this area.
- 14. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements for Lot 15 and Lot 19 (as shown in Appendix 1) inform the purchasers of the presence of a berm located along the westerly lot lines, which serve to prevent stormwater runoff from the park. This condition shall not apply if the berm is no longer proposed.
- 15. THAT the Owner agrees to conduct a Wetland Water Balance Assessment to demonstrate that the quantity and quality of water directed to adjacent hydrological features will not be negatively impacted in the post-development scenario.

- 16. THAT the Owner agrees to satisfy all the requirements, financial and otherwise, of the Township of Puslinch concerning the provision and construction, where required, of roads, sidewalks, secondary emergency access, stormwater drainage systems, street signs, fencing, landscaping, underground fire reservoir, street lighting and other services for the proper and orderly development of the subject lands.
- 17. THAT the subdivision agreement shall contain wording, to the Township's satisfaction, requiring that the Purchase and Sale Agreements inform the purchasers that a levy may be imposed on the future owners of the residential lots for the maintenance costs for stormwater drainage, stormwater management facility and fire protection infrastructure.
- 18. THAT the Owner shall construct fire protection facilities to the satisfaction of the Township of Puslinch, in accordance with the requirements of the Fire Department.
- 19. THAT the Owner shall submit to the Township for review and approval, a drawing demonstrating that the proposed parking areas and driveways of the residential lots can be provided outside of all catchment areas that do not have quality control.
- 20. THAT prior to any grading or construction on the site, and prior to registration of the plan, the Owner agrees to submit the following plans and reports to the satisfaction of the Township of Puslinch in consultation with Conservation Halton:
 - a. A final detailed stormwater management report and plans in accordance with the C.F. Crozier & Associates Inc. Functional Servicing and Preliminary Stormwater Management Report (dated December 2024), and with the 2003 Ministry of the Environment Report entitled `Stormwater Management Practices Planning and Design Manual'.
 - b. An erosion and sedimentation control plan in accordance with Conservation Halton's Guidelines for Sediment and Erosion Control, indicating the means whereby erosion will be minimized and sediment retained on site throughout all phases of grading and construction. The plan shall include a monitoring and maintenance program, and provision for the timely revegetation of the site.
 - c. A final detailed lot grading and drainage plan showing the limits of all grading, including existing and proposed grades, and information such as the tentative house locations, proposed top of foundation wall, minimum basement floor, the highest inferred groundwater elevations for each lot using the closest available monitoring well information, and tile field locations with their sizes and elevations complete with any other special features necessary to ensure adequacy of the tertiary septic system and drainage for each lot.
- 21. THAT the Owner shall grant easements as required for services, utilities, fire protection facilities, and drainage purposes to the appropriate authority.
- 22. THAT the Owner agrees to submit a Lighting Plan and Photometric Plan for street lighting to the satisfaction of the Township of Puslinch.
- 23. THAT the Owner agrees to the following requirements in the subdivision agreement:

- a. All lighting fixtures, including exterior lighting and street lighting, are certified under the DarkSky Approved Luminaires program or equivalent;
- b. Any exterior lighting should be directed away from the significant woodland and wetland on and adjacent to the property where possible.
- 24. THAT the Owner agrees to submit a topographic survey of external lands, including the Township's Morriston Ball Park, should be completed to the satisfaction of the Township and subdivision grading plans should be updated to clearly show existing grades are adjacent lands, the top and bottom of berms, and ponding limits and the grading plans should demonstrate that all external lands draining towards to the proposed subdivision are conveyed to a suitable outlet.
- 25. THAT the Owner shall obtain an Environmental Compliance Approval for Stormwater Works prior to the assumption of the stormwater infrastructure by the Township of Puslinch, all stormwater infrastructure should be cleaned, and the Environmental Compliance Approval should be transferred to the Township of Puslinch.

Road

- 26. THAT the Owner shall dedicate the road allowance, i.e. Street 'A' (as shown in Appendix 1), as a public highway gratuitously to the Township.
- 27. THAT the Owner agrees to complete the retaining wall relocation during the reconstruction of Back Street (Ochs Street) and to contact the resident(s) at 40 Badenoch Street East prior to carrying out the work.
- 28. THAT the design of the retaining wall be reviewed and approved by the Township.
- 29. THAT the Owner agrees that a Public Meeting will be held to review the details of the draft plan of subdivision which will include details of Back Street (Ochs Street) redesign, including the sight line distances for the Back Street (Ochs Street) connection. This Public meeting will be scheduled prior to the approval of the subdivision agreement to review the detailed design of Back Street (Ochs Street) in order to provide the public an additional opportunity to provide input.
- 30. THAT the Owner agrees to submit a topography survey of Badenoch Street and provide a plan and profile drawing showing to confirm the vertical sight lines, to the satisfaction of the Township and the County.

Ministry of Transportation

- 31. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval, a copy of a Traffic Impact Study.
- 32. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and acceptance a stormwater management report along with grading/drainage plan.
- 33. THAT prior to final approval, the Owner shall submit to the Ministry of Transportation for review and approval a draft copy of the M-Plan for this subdivision.

34. THAT prior to final approval, the Owner shall provide the Ministry of Transportation for review and approval, the Conditions of Draft Plan Approval and Draft Subdivision Agreement to ensure our requirements have been incorporated.

Canada Post

- 35. THAT the Owner agrees to consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- 36. THAT the Owner agrees to confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- 37. THAT the Owner agrees to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- 38. THAT the Owner agrees to communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy
- 39. THAT the subdivision agreement between the Owner and The Township of Puslinch shall contain provisions identifying that the Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
- 40. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that all Purchase and Sale Agreements contain the following clauses to advise purchasers that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- 41. THAT The Owner agrees to work with Canada Post to determine and provide temporary suitable Centralized Mail Box locations which may be utilized by Canada Post until the roadways are in place in the remainder of the subdivision.

Upper Grand District School Board

- 42. THAT the Education Development Charges shall be collected prior to the issuance of a building permit(s).
- 43. THAT the Owner shall agree to provide the Upper Grand District School Board with a digital file of the plan of subdivision in either ARC/INFO export or DWG format containing parcel fabric and street network.

- 44. THAT the Owner and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
- 45. THAT the Owner shall agree in the subdivision agreement to advise all purchasers of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease:
 - a. "In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its assigns or successors, will not travel on privately owned or maintained right-ofways to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."

Subdivision Agreement

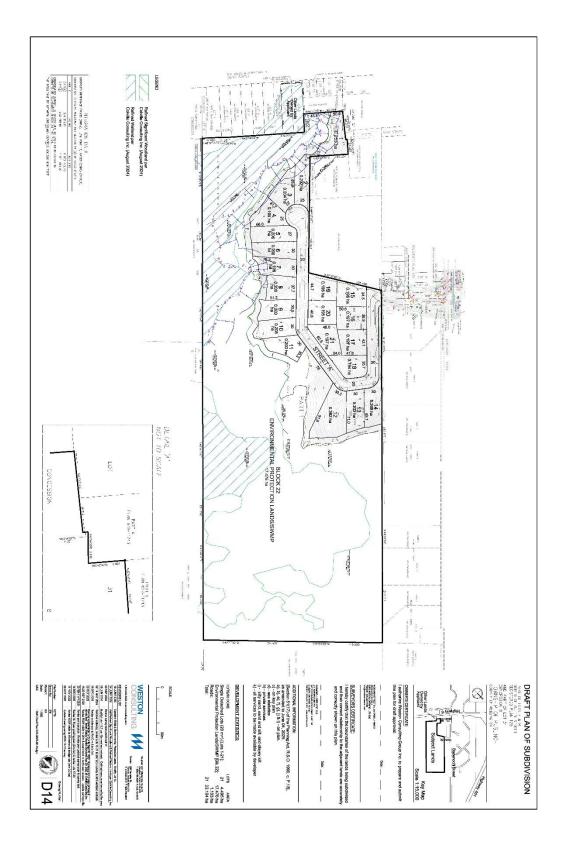
- 46. THAT the Subdivision Agreement between the Owner and the Township of Puslinch include the following clauses:
 - a. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the approved Landscape Plan at the sole cost of the Owner, to the Township's satisfaction;
 - Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall be responsible for ongoing maintenance, repairs and replacements of all implemented landscape features;
 - c. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall implement the required buffer enhancement and monitoring up to an appropriate time period as specified in the buffer enhancement plan:
 - d. Prior to the Township's assumption of Block 22 (as shown in Appendix 1), the Owner shall install fences, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 22 (as shown in Appendix 1);
 - e. THAT the Owner install fences, to the Township's satisfaction, along the easterly and southerly lot lines of the Old Morriston Park.
 - f. THAT the Owner provides the Township with a Letter of Credit, in a form and amount satisfactory to the Township, to secure the full cost of all required works associated with the conversion of Back Street into a one-way operation. The Letter of Credit shall remain in effect for a minimum period of three (3) years following the date of registration of the subdivision.
- 47. THAT the subdivision agreement shall contain wording, which is satisfactory to the Township of Puslinch, that Purchase and Sale Agreements contain the following clauses to advise purchasers:
 - a. That there may be incompatible uses or features associated with the block containing the stormwater management facility and the natural environment features (Block 22 in Appendix 1);

- b. That home businesses that involve the use, storage, or disposal of hazardous, flammable, volatile, or toxic chemicals are not permitted;
- c. That no driveways or parking areas are permitted within catchment areas that do not have quality control and that the Purchase and Sale Agreements include a map showing the extent of such catchment areas; and
- d. That purchasers are responsible for the perpetual maintenance and replacement of the fence, to the Township's satisfaction, along the shared lot lines between the residential lots and Block 23 (as shown in Appendix 1).
- 48. THAT the Owner agrees to the following requirements in the subdivision agreement:
 - a. That all infrastructure works will be constructed to prevalent Township's standards.
 - b. That the Owner agrees to name the street to the satisfaction of the Township of Puslinch, such that the new street name shall not be a duplicate in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
 - c. That the Owner agrees to grant to the Township any required easements for services or utilities, particularly drainage easements and earth berms as demonstrated in the Hydrogeological Report and Stormwater Management Report.
 - d. That the Owner agrees to provide sidewalks and street lighting in the subdivision to allow children to walk safely to a designated bus pick-up point.
 - e. That a streetscape plan illustrating the location of on-street parking, street trees, sidewalks, pavement markings, temporary and final community mailbox locations, hydrants, regulatory and no parking signs and street lighting is submitted to the Township for review and approval.
 - f. That monitoring program(s) to assess the performance and/or impacts of both the sewage treatment units and overall stormwater drainage system is submitted to the Township for review and approval. The monitoring program(s) must contain contingency provisions that will be implemented by the Owner in the event that the parameters set by the monitoring program(s) are exceeded.
 - g. That all submitted plans and supporting reports will be subject to a peer review at the Owner's cost.
 - h. That the Owner shall make satisfactory arrangements with the appropriate Hydro provider for the provision of permanent electrical services to the subdivision.
 - i. That the Owner shall make satisfactory arrangements with the appropriate telephone/telecommunications provider for the installation and delivery of permanent telephone/telecommunication services to the subdivision.

Conservation Halton

49. THAT the Owner evaluates all wetlands to be retained using Conservation Halton's Guidelines for Wetland Water Balance Assessments (June 2024) to ensure that there are no hydrologic impacts to the wetlands and design mitigation measures as required.

Appendix 1 – Draft Plan of Subdivision



Highway 401 Improvements from Steeles Avenue in Milton westerly to 1.5 km west of the Halton-Wellington Boundary

Preliminary Design & Class Environmental Assessment Study (GWP 2030-23-00)

Public Information Centre (PIC) 1 (Online)

May 29 to June 25, 2025

PIC Live Event: June 12, 2025 from 6:00 p.m. - 8:00 p.m.

If you require any assistance regarding the accessibility of these materials, please let us know by emailing ProjectTeam@Highway401Milton.ca. We would be happy to assist you.







Welcome to Public Information Centre 1!

- On June 12, 2025, from 6:00 p.m. 8:00 p.m. an online Public Information Centre (PIC) will be held and will include a presentation and a question-andanswer period.
- If we are unable to answer your question during the online PIC, we will respond after the event.
- Please register for the online PIC via the Project website.
- We encourage you to fill out the PIC <u>Comment Form</u>.
- Comments will be accepted on the PIC materials between May 29 and June 25, 2025.

Your input is important to us!

Comment Form

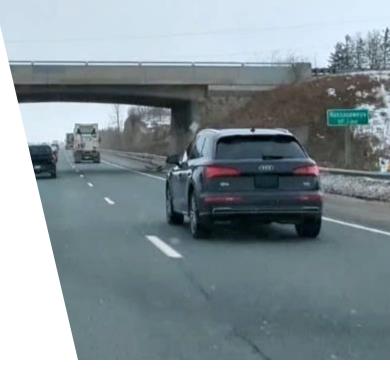




PIC 1 Content Available on the Project Website

The following information is available to view on the Project website for this PIC:

- PIC 1 boards.
- Roll plans illustrating the Study Area.
- Answers to Frequently Asked Questions.
- PIC Comment Form.

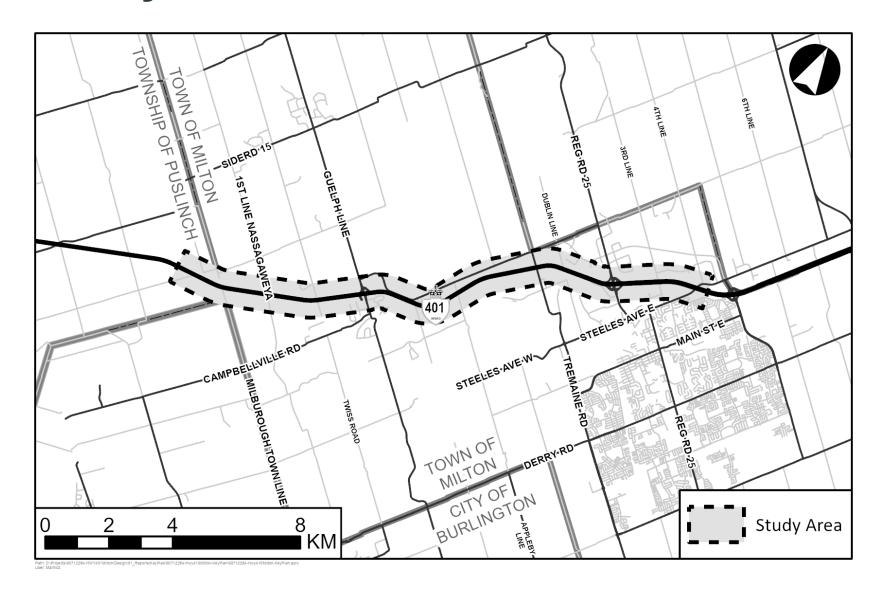


Project Overview

The Ministry of Transportation of Ontario (MTO) has retained AECOM Canada ULC (AECOM) to complete the Preliminary Design and Class Environmental Assessment (EA) Study for Highway 401 Improvements from Steeles Avenue in Milton, westerly to 1.5 km west of the Halton-Wellington boundary ("the Project"), in the Town of Milton, Halton Region and the Township of Puslinch, the County of Wellington.

This Study includes the consideration of potential improvements along the Highway 401 corridor to address both existing and long-term transportation and operational needs within the Study Area. Improvements investigated as part of this Study include highway expansion to provide additional capacity, High Occupancy Vehicle (HOV) lanes, and bridge, illumination, drainage, and interchange modifications.

Project Study Area



Purpose of PIC 1

This PIC presents the Project's Study Area and scope and provides updates on the Environmental Assessment Study and Preliminary Design progress.

Throughout the presentation slides you will also find information on:

- MTO projects adjacent to the Project's limits.
- The Study process.
- The types of environmental studies being undertaken for the Project.
- The existing environmental features.
- The traffic study.
- The Project's next steps and how you can participate in the Project's consultation process.

Provide your Feedback

The Project Team is looking to receive feedback on the following aspects of the Project:

- Key objectives of the Project.
- Alternatives to the undertaking.
- The alternatives.
- Proposed evaluation criteria.

We want to hear from you: Comment Form

Adjacent MTO Projects

The Highway 401 Milton Project is the first EA Study to focus on operational improvements of the existing Highway 401 from Regional Road 25 to the Halton-Wellington boundary. Similar projects to the east and west are currently in various stages of completion:

Project	Recommended Plan / Completed
Highway 401 westerly from Regional Municipality of Halton-Wellington County Boundary towards Kitchener (GWP 8-00- 00, 2014)	Approved preliminary design and Class EA complete to expand Highway 401 from the existing 6 lanes to 10 lanes including High Occupancy Vehicle (HOV) lanes.
Highway 401 Expansion from Halton Regional Road 25 to Credit River (401 AFP-01 Design-Build-Finance, 2024)	Recently constructed Highway 401 expansion from 6 lanes to 10 or 12 lanes including HOV lanes.

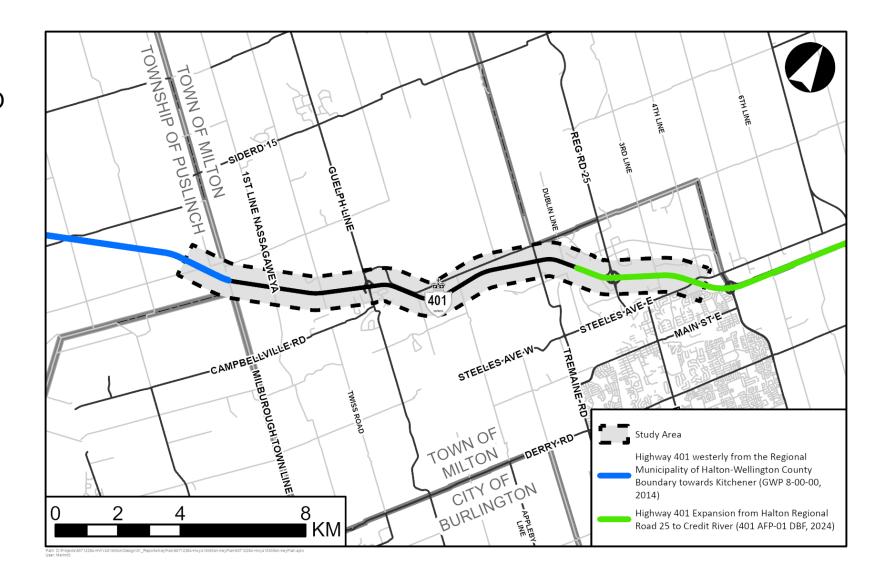




Adjacent MTO Projects (Continued)

The Highway 401 Milton
Project is a key component of
the broader framework of MTO
Class EA studies and projects
required to improve the
movement of people and
goods along the critical
Highway 401 corridor through
this area.

With the constructed highway expansion to the east and approval to expand the highway to the west of the Highway 401 Milton Project Limits, the Project is reviewing how to address both existing and long-term transportation and operational needs for the Study Area.



Study Process

This Project is following the approved planning process for a 'Group B' project under the *MTO Class Environmental Assessment for Provincial Transportation Facilities (amended 2000)* (Class EA). Alternatives will be generated and evaluated based on technical and environmental factors and in consultation with Indigenous Communities, the public, stakeholders, municipalities and government agencies. Public Information Centres will be held during this Study to provide interested parties with the opportunity to discuss the Study and provide input to the Project Team.

A Transportation Environmental Study Report (TESR) will be prepared and made available for public and agency comment at the completion of the Project, and will document:

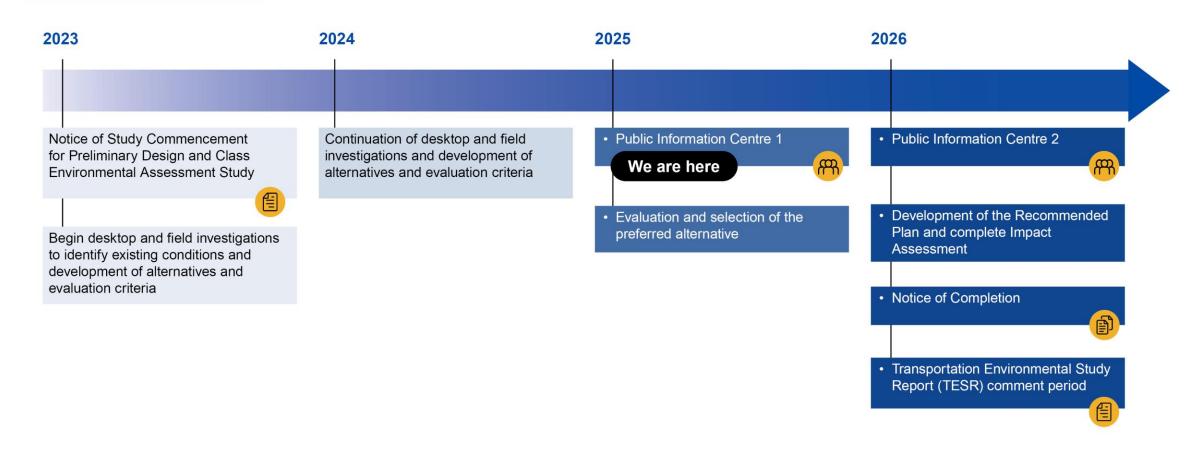
- A description of the evaluation of alternatives and selection of the Recommended Plan;
- A summary of potential environmental effects and mitigation measures; and
- A summary of consultation undertaken throughout the Project.

Notification of the times and locations of the availability of the TESR for comment will be published in local newspapers, the Project website and provided to those on the Project contact list.

To be added to the Project contact list, please complete a Comment Form.

Class EA Study Process

Study Process





Key Objectives of the Project

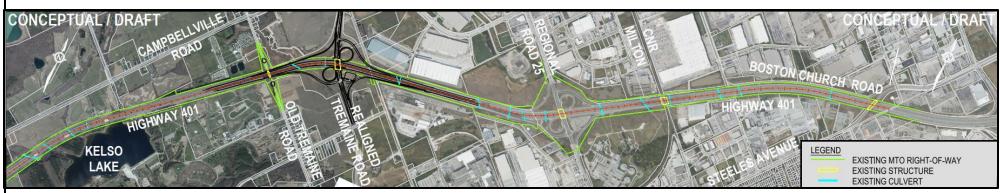
The Project's key objectives are to:

- Address existing operational issues on Highway 401 throughout the Project limits.
- Address future capacity needs of this Highway 401 corridor.
- Minimize the impacts of the Project on the natural, socioeconomic, and cultural environments.

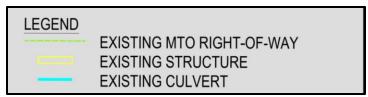
We want to hear from you: Comment Form

Existing Highway 401 Milton Corridor





Note: The new Tremaine Road bridge and interchange is currently in construction.





MATCH LINE

Overview of Environmental Studies

The following environmental studies are currently being completed or scheduled to take place within the Study Area as part of this Study:

- Fish and Fish Habitat
- Terrestrial Ecosystems
- Noise Assessment
- Land Use/Designated Areas
- Agricultural Assessment
- Built Heritage and Cultural Heritage Landscapes
- Archaeology

- Air Quality
- Groundwater
- Surface Water
- Contaminated Properties and Waste Management
- Landscape Composition
- Snow Drift
- Erosion and Sediment Control



Results of these studies will be summarized in a **Transportation Environmental Study Report (TESR)** which will document the design and environmental process, as well as potential environmental impacts and mitigation measures. The TESR will be made available for public comments at the end of this study.



Overview of Existing Environmental Features

Natural Environment Features within the Study Area:

- Waterbodies
- Water crossings
- Wooded areas
- Wetlands
- Areas of Natural Scientific Interest
- Potential Species at Risk habitat*

Cultural Heritage Features within the Study Area:

 Properties of known cultural heritage value (e.g. Country Heritage Park is a Provincial Heritage Property of Provincial Significance)

Socio-Economic Features within the Study Area:

- Bruce Trail
- Railway lines
- Provincial cycling route crossing
- Emergency services (i.e., Fire Station)
- Current development applications
- Special policy areas
- Conservation areas
- Aggregate areas
- Designated lands (Greenbelt and Niagara Escarpment)

*Note: Potential Species at Risk habitat is not mapped due to sensitivity.

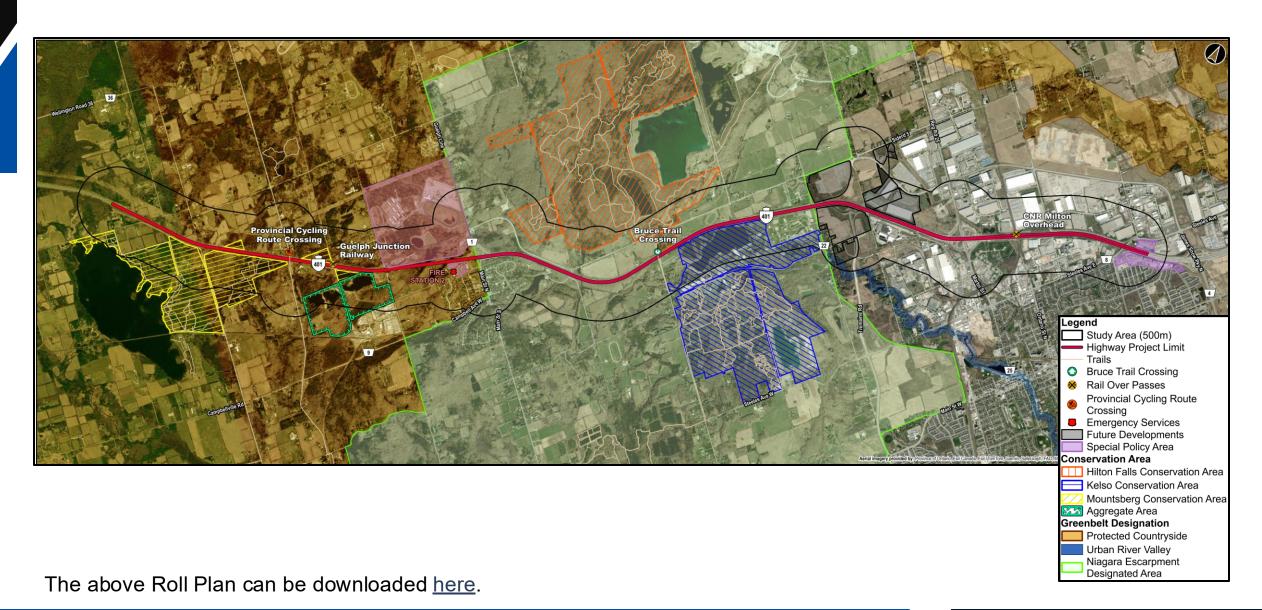


Natural Environment Features



The above Roll Plan can be downloaded <u>here</u>.

Socio-Economic Features



Ontario 🕅 AECOM

Cultural Heritage Features

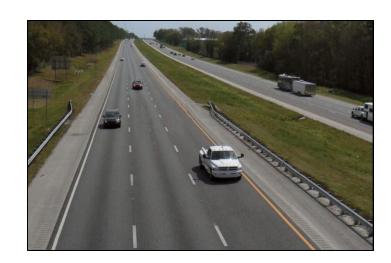


The above Roll Plan can be downloaded here.



Traffic Evaluation Measures

Level of Service (LOS) is a qualitative measure that describes the operational conditions on roadway segments or at intersections, generally reflecting the road user's driving experience. The LOS is categorized ranging from A to F, with LOS A representing free-flow conditions and LOS F representing highly-congested conditions.







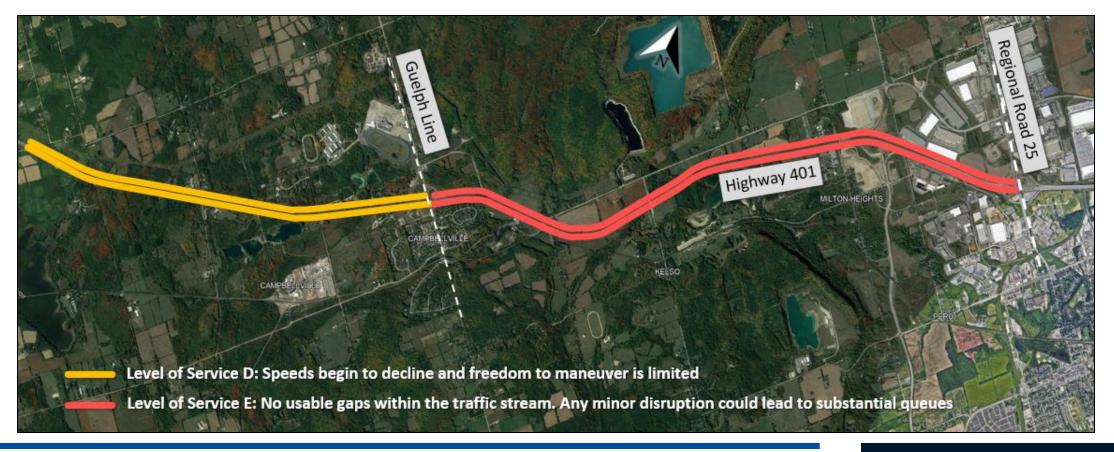
LOS F

Source: Highway Capacity Manual (2010) and Metroland file photo accessed through InsideHalton.com



Existing Traffic Conditions on Highway 401

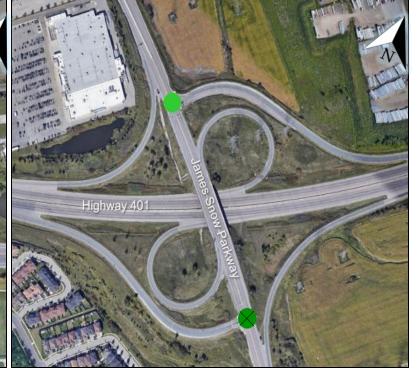
- The target Level of Service (LOS) for the studied section of Highway 401 is LOS D or better.
- The section between Guelph Line and Regional Road 25 does not meet the target LOS, as it currently operates at LOS E in both directions.



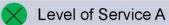
Existing Traffic Conditions at Interchanges







Legend



vice A

Level of Service B

Level of Service C

Level of Service D

Level of Service E
Unstable flow (intolerable

delay)

Level of Service F

Free flow

Stable flow (slight delays)

Stable flow (acceptable delays)

Approaching unstable flow (tolerable delay)

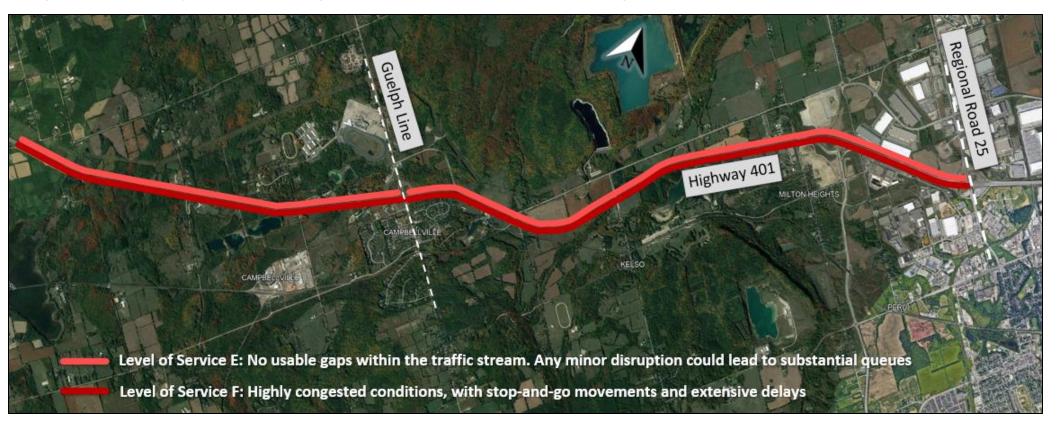
le Forced flow (congested and queues fail to clear)





Future (2041) Do-Nothing Traffic Conditions Highway 401

- The forecasted demand on the studied section of Highway 401 for the horizon year of 2041 is estimated based on projected population, employment growth, and planned future road and transit improvements in the GTA and other nearby municipalities.
- Without highway improvements, the future traffic demand is anticipated to further exceed the highway capacity throughout the Study Area resulting in increases in travel time, congestion, potential for collisions, and fuel consumption.

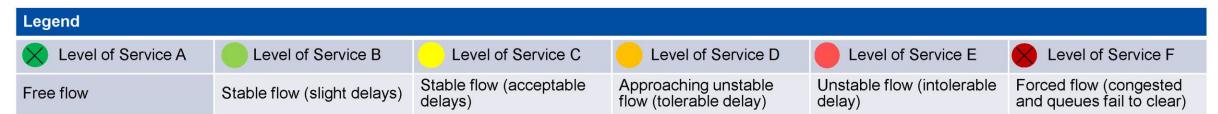


Future (2041) Do-Nothing Traffic Conditions at Interchanges







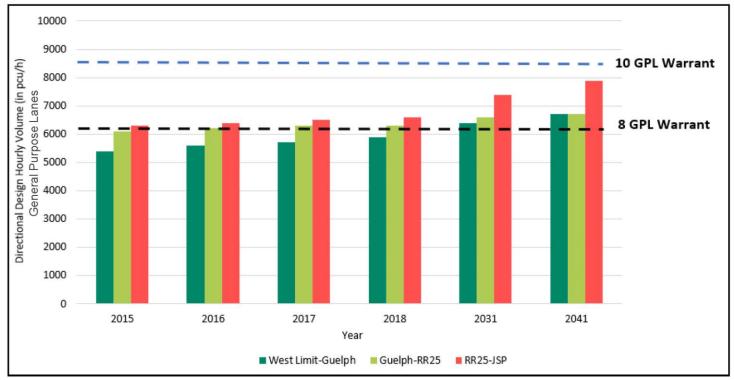






Highway 401 Traffic Capacity Review

- The existing 6-lane section of Highway 401 within the Project limits does not meet the current or future traffic demand. Improvements to this section of Highway 401 (including additional lanes) are needed to support the projected population and employment growth in the Greater Golden Horseshoe.
- Traffic projections indicate the need for eight General Purpose Lanes (GPL) and two High-Occupancy Vehicle (HOV) lanes within the Study Area to accommodate the demand and align with Ontario's plan for a connected network of managed lanes.



To address the key objectives of the Project, the Project Team considered the following alternatives to the undertaking:

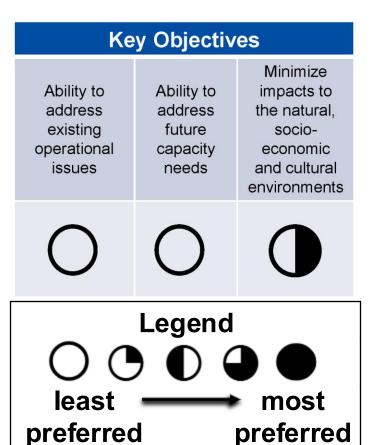
- · Do nothing.
- Implementation of Transportation Demand Management (TDM) and/or Transportation Systems Management (TSM) initiatives.
- Adjacent road system improvements.
- Highway 401 improvements.
- Construction of a new transportation corridor.

We want to hear from you: Comment Form

Do Nothing

Summary of Assessment

The "Do Nothing" alternative does not address the current operations or address the future capacity needs of this section of Highway 401. The "Do Nothing" alternative results in further deterioration of level of service, resulting in an increase in travel time, congestion, potential for collisions, and fuel consumption. This also results in negative impacts to the socio-economic environment within the corridor. This alternative is not desirable and will not be carried forward.









Transportation Demand Management (TDM) and Transportation Systems Management (TSM)

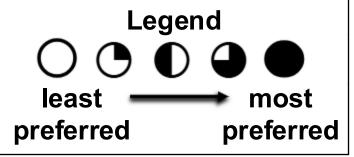
Summary of Assessment

TDM initiatives (e.g., carpooling, transit, walking, cycling, Smart Commute, etc.) alone are not anticipated to sufficiently reduce the demand to address the operational needs in this corridor.

While transit expansion and improvements are currently being planned by others to increase the capacity of transit networks, the effect on the capacity of the overall transportation network is not anticipated to be sufficient to replace the need for Highway 401 improvements in this section. MTO will continue to work with Metrolinx and regional/local transit providers and complete Highway 401 improvements to meet overall regional transportation network needs. It is noted that transit expansion and improvements would have impacts to natural, socio-economic, and cultural environments.

TSM initiatives (e.g., carpool parking lots, managed lanes such as HOV lanes, improved signage, etc.) alone are also not anticipated to address the issues and needs of this section of Highway 401. The implementation of HOV lanes and improvements to existing carpool lots will be carried forward in this Study in combination with other alternatives.

Key Objectives Minimize Ability to Ability to impacts to address address the natural. existing future sociooperational capacity economic and cultural issues needs environments



Alternative is Carried Forward





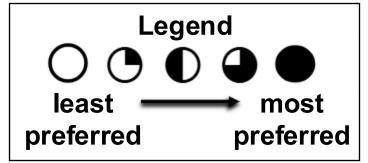


Adjacent Road Systems Improvement

Summary of Assessment

Improvements to regional and municipal roads in the adjacent road system are insufficient to meet the long-distance or inter-regional traffic demand for people and goods or to sufficiently address current operations affecting Highway 401. These roads, managed by regional and municipal authorities, are designed primarily for local access and are not suited for accommodating long-distance traffic or consistently diverting vehicles from Highway 401. Additionally, such improvements (e.g., arterial road widening) have varying impacts on natural, socio-economic, and cultural environments. Since adapting the adjacent road system for long-distance traffic is not a viable or desirable solution, this alternative will not be carried forward.

Key Objectives Minimize Ability to Ability to impacts to address address the natural, future existing sociooperational economic capacity needs and cultural issues environments



Alternative will not be Carried Forward





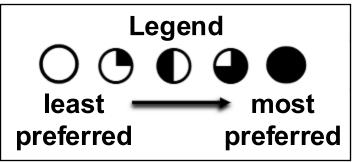


Highway 401 Improvements

Summary of Assessment

The Project's traffic study has confirmed that additional capacity is required through this section of Highway 401. The Project Team has considered other planned and ongoing transportation (including transit) network improvements and has concluded that providing additional capacity, by widening Highway 401 with additional lanes, would sufficiently address existing operations and future capacity needs. Although these improvements may have some impact on natural, socio-economic, and cultural environments, they are expected to be less significant than the impacts associated with constructing a new transportation corridor. The Highway 401 improvements alternative, in combination with TDM and TSM improvements, is anticipated to best address the key objectives of the Project.

Key Objectives Minimize Ability to impacts to Ability to address address the natural. existing future sociooperational capacity economic issues needs and cultural environments



Alternative is Carried Forward



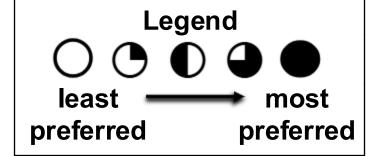


Construction of a New Transportation Corridor

Summary of Assessment

A new long-distance (or inter-regional) transportation corridor could be developed to address future traffic demand and the needs of the overall transportation network. However, considering the required approvals and timelines for planning, design, and construction, a new transportation corridor does not address the mid-term and future capacity needs or the existing operations of this section of Highway 401. Lastly, a new corridor through undeveloped lands would result in significant new impacts to natural, socio-economic, and cultural environments. This alternative will not be carried forward.

Key Objectives Minimize Ability to Ability to impacts to address address the natural. future existina sociooperational capacity economic needs and cultural issues environments









Alternatives Carried Forward in this Study

The alternatives to the undertaking that best address the key objectives of the Project include the implementation of TDM and TSM initiatives and Highway 401 improvements. The alternatives to carry forward in the study include:

- Accommodating transit and active transportation plans.
- Providing managed lanes (i.e., HOV lanes).
- Improvements to the existing carpool lot at Guelph Line interchange.
- Improvements to the Guelph Line Interchange.
- Expanding capacity of Highway 401 by widening from three lanes in each direction to four general purpose lanes (plus one HOV lane) in each direction.

Carried Forward



Alternatives

To address the Project's key objectives, the Project Team has developed alternatives for the below components:

- Highway 401 mainline widening from six to ten lanes including HOV lanes.
- First Line Nassagaweya bridge replacement (to accommodate Highway 401 widening).
- Guelph Line interchange improvements.

Reminder: The Project's key objectives are to address existing operations on Highway 401 throughout the Project limits, address future capacity needs in the corridor, and minimize the impacts of the Project on the natural, socio-economic, and cultural environments.

We want to hear from you: Comment Form

Mainline Widening – Key Features for Consideration

The mainline widening assessment will consider several key features within the Study Area, including, but not limited to:

- Provincial and municipal infrastructure (including existing and recently reconstructed/widened roads, highways, structures, water crossings, interchanges, and intersections).
- Watercourses, lakes, and other waterbodies.
- Floodplains, wetlands, etc.
- Potential species-at-risk habitat.
- Niagara Escarpment Protection Area.
- Conservation Lands and Areas.
- Trails and parks.

- Cultural heritage (e.g., cemeteries).
- Fire / EMS / Police Services.
- Commercial, agricultural, and residential properties.
- Rail crossings.
- Utilities.
- Other transportation and development plans.
- And other natural, socio-economic, and cultural heritage environment features.

Mainline Widening – Alternatives

Existing

Alt. A: Widen About Existing Centre-Line*

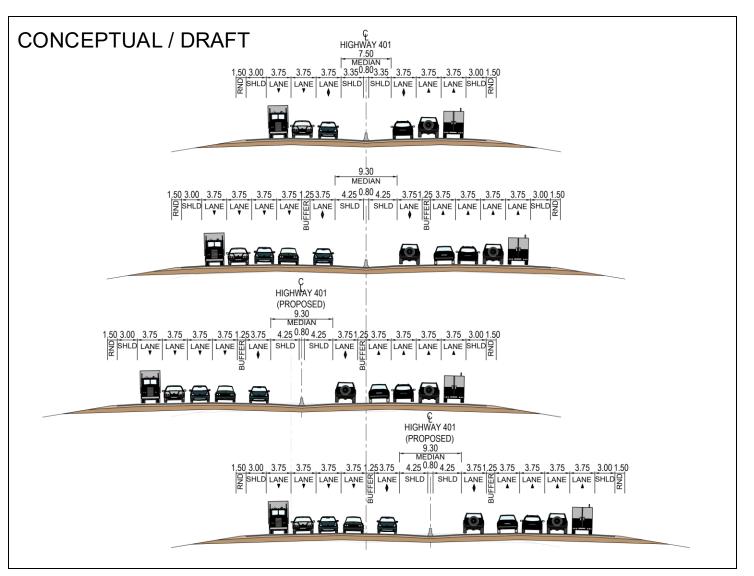
- Generally expands the highway footprint equally on both sides.

Alt. B: Widen to North*

- Generally expands the highway footprint to the north.

Alt. C: Widen to South*

- Generally expands the highway footprint to the south.



*Note: Generalized approach. Localized adjustments may be required during design.

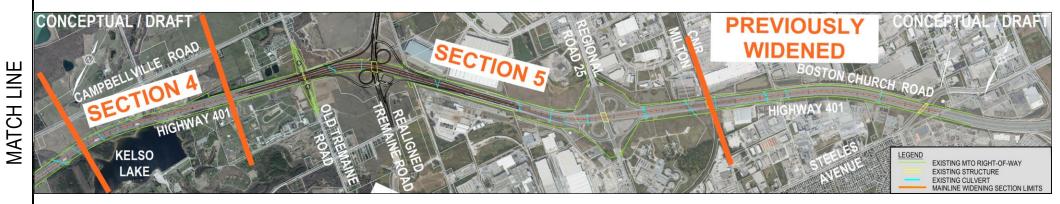
Mainline Widening Typical Sections



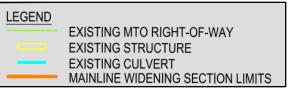


Mainline Widening – Evaluation Sections





Notes: The new Tremaine Road bridge and interchange is currently in construction. Property requirements subject to further design.

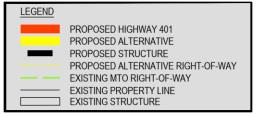


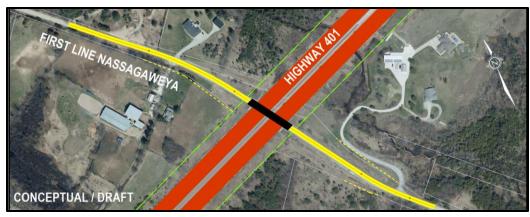
First Line Nassagaweya Bridge Replacement – Key Features for Consideration

The First Line Nassagaweya bridge replacement assessment will consider several key features within the Study Area, including, but not limited to:

- Highway 401 widened cross section.
- Kilbride Creek.
- Floodplains, wetlands, etc.
- Residential properties and driveway entrances.
- Utilities.
- And other natural, socio-economic, and cultural heritage environment features.

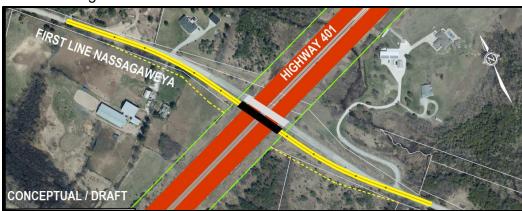
First Line Nassagaweya Bridge Replacement – Alternatives





Alt. A - Replace on Existing Alignment

 Minimizes expansion of roadway footprint, requires full closure of traffic on First Line during construction.



Alt. C - Realignment to the West

- Expands roadway footprint to west, opportunity to maintain two-way traffic on First Line during majority of construction.



Alt. B - Realignment to the East

- Expands roadway footprint to east, opportunity to maintain two-way traffic on First Line during majority of construction.



Alt. D – Minor Realignment to the West

- Limits expansion of roadway footprint, traffic reduced to a single lane (alternating direction controlled by signal) to allow for staged bridge replacement.





Guelph Line Interchange Improvements – Key Features for Consideration

The Guelph Line interchange improvements assessment will consider several key features within the Study Area, including, but not limited to:

- Provincial and municipal infrastructure (including MTO carpool lot, roads, highways, structures, water crossings, interchanges, and intersections).
- Reid Sideroad.
- Watercourses and other waterbodies.
- Regulatory hazards (e.g., floodplains and wetlands).
- Potential species-at-risk habitat.
- Niagara Escarpment Protection Area.
- Parks.

- Cultural heritage (e.g., cemeteries).
- Fire / EMS / Police services.
- Commercial and residential properties.
- Active transportation.
- Accommodation of major traffic movements.
- Utilities.
- Other transportation and development plans.
- And other natural, socio-economic, and cultural heritage environment features.

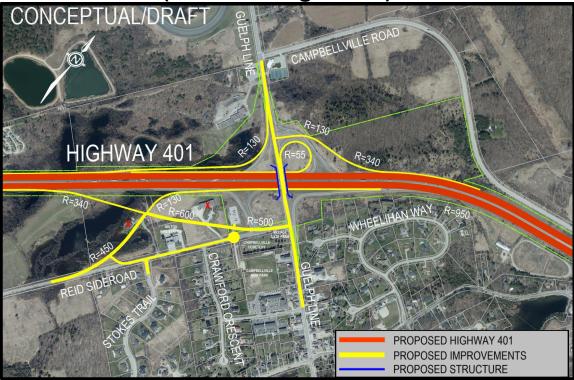
Guelph Line Interchange Improvements – Alternatives

Alt. A – Parclo A4 Modified with Buttonhook (Minor Realignment)



- Similar ramp configuration to existing interchange, limits footprint expansion.
- Indirect access from eastbound off-ramp to Guelph Line.
- Direct access from Reid Sideroad to Guelph Line.

Alt. B – Parclo A4 / Modified Diamond (Minor Realignment)



- Non-typical ramp configuration provides access from Reid Sideroad to eastbound Highway 401 west of developed area.
- Expands footprint of interchange predominantly to the southwest.



Guelph Line Interchange Improvements – Alternatives

Alt. C – Parclo A4 with Reid Sideroad North Realignment (Minor Realignment)



- · Provides common ramp configuration.
- Provides direct access from Reid Sideroad to Guelph Line north of Highway 401 on a new alignment and bridge.
- Expands footprint of interchange predominantly to the northwest and southwest.

Alt. D – Diverging Diamond Interchange (Major Realignment)



- Provides direct access from Reid Sideroad to Guelph Line in existing location and provides direct access to/from Guelph Line for all ramps.
- Requires new alignment of Highway 401.
- Expands footprint of interchange and highway predominantly to the northwest and northeast.



Evaluation Criteria and Process

The evaluation criteria shared on the next slide will be used to assess the design alternatives. The evaluation criteria will be split into four components:

- Transportation and cost considerations.
- Impacts to natural environment.
- Impacts to socio-economic environment.
- Impacts to cultural environment.

We want to hear from you: Comment Form

Evaluation Criteria and Process

The Project Team will use the evaluation criteria to the right to assess the design alternatives for:

- Highway 401 mainline widening from six to ten lanes including HOV lanes.
- First Line Nassagaweya bridge replacement (to accommodate Highway 401 widening).
- Guelph Line interchange improvements.

Evaluation Component	Evaluation Criteria
Transportation and Cost Considerations	 Traffic Operations and Safety Geometrics Constructability Cost Utility Impacts
Natural Environments	Impacts To: • Terrestrial Environment (i.e., wildlife habitat, woodlots, and wetlands) • Species at Risk • Fish and Fish Habitat • Groundwater • Surface Water
Socio-Economic Environments	Impacts To: • Land Use • Traffic Noise • Air Quality • Aesthetics • Property Impacts • Agricultural Operations • Soils Management
Cultural Environments	Impacts to: • Archeological Resources • Built Heritage and Cultural Heritage Landscapes

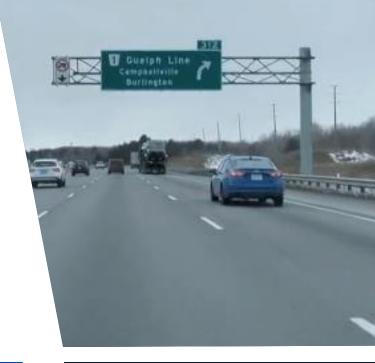


Next Steps

Following PIC 1 we will:

- Respond to comments received (comment period ends on June 25, 2025).
- Use the evaluation criteria to assess and evaluate the alternatives in order to select the preferred alternative.
- Identify preliminary property requirements and environmental impacts of the preferred alternative.
- Present the preferred alternative at PIC 2 (tentatively scheduled for Winter 2026).

Consultation with Indigenous Communities, the public, stakeholders, municipalities, and government agencies will continue throughout the Study.





Next Steps – Continued

Once the preferred alternatives for the main components of highway improvements (mainline widening, First Line Nassagaweya bridge replacement, and Guelph Line interchange improvements) are identified, ancillary highway improvements will be considered. These include, but are not limited to:

- New structures or structure modifications.
- Active transportation.
- Drainage improvements including stormwater management ponds and culverts.
- Illumination (e.g., high mast lights and/or conventional lights)
- Intelligent transportation systems such as CCTV and variable message signs.

- · Landscaping.
- Utility relocations.
- Carpool lot improvements.
- Overhead signage.
- Roundabouts.
- Construction staging and detours.





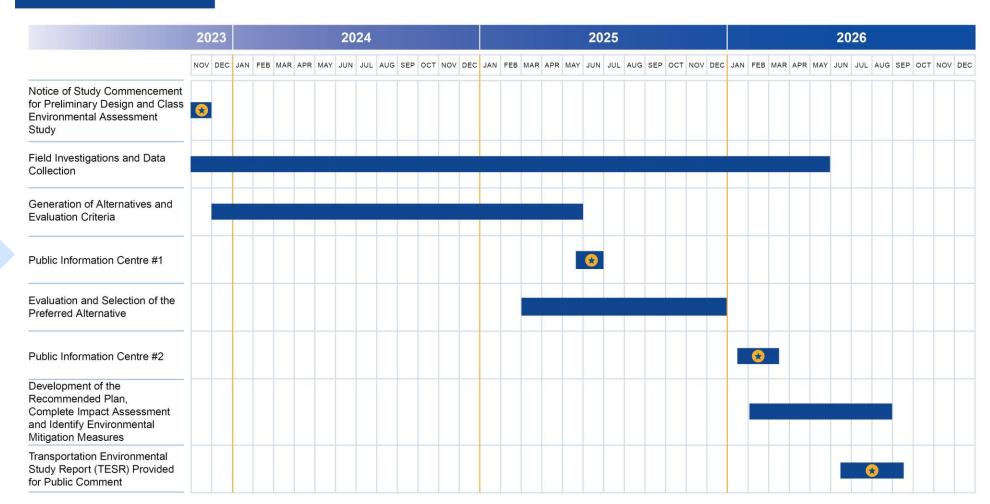






Study Schedule

Study Schedule



^{*} Schedule subject to change and pending results of field work.



We Are Here

Freedom of Information & Protection of Privacy Act

- Comments and information regarding this Project are being collected to assist MTO and AECOM in meeting the requirements of the Ontario Environmental Assessment Act. This material will be maintained on file for the use of the Project and may be included in Project documentation.
- Information collected will be used in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.





Thank You for Participating in PIC 1!

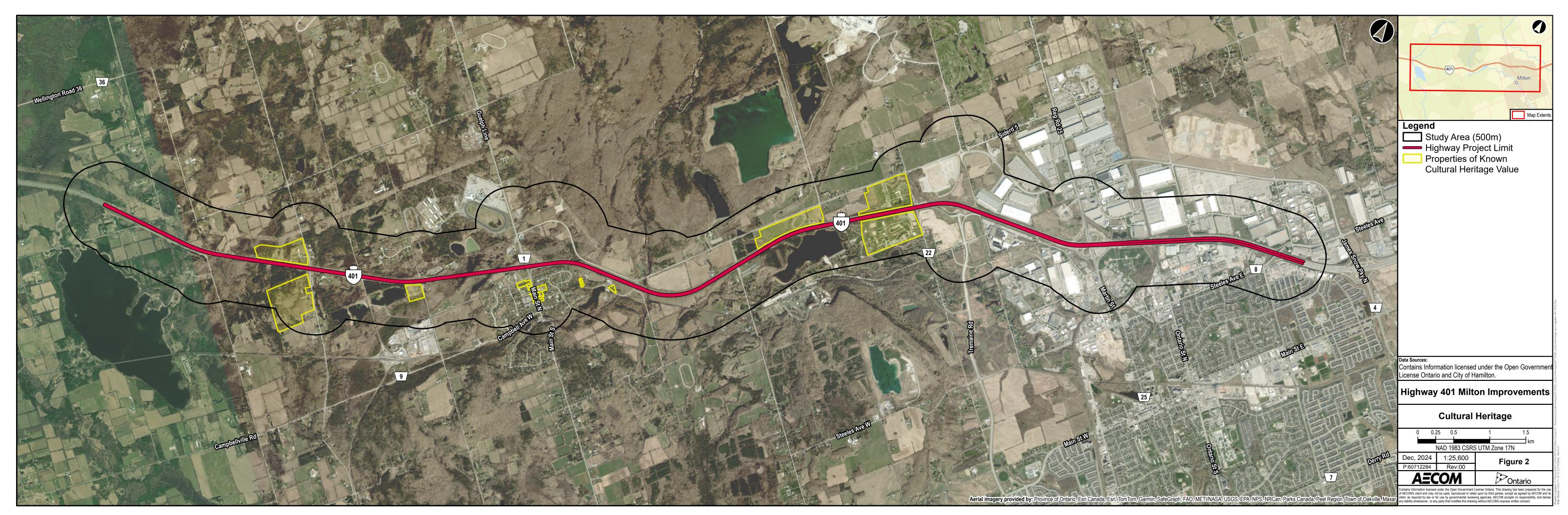
On behalf of the Project Team, thank you for your interest and for participating in this Public Information Centre. We encourage you to contact us if you have any questions or concerns.

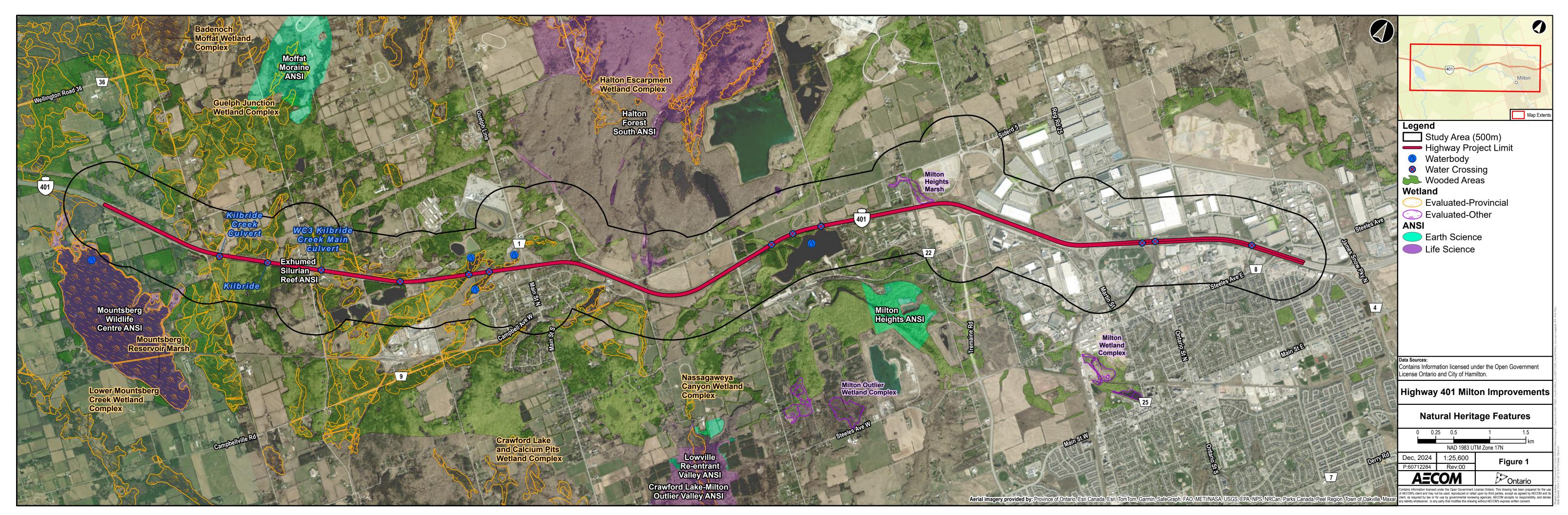
Comment Form

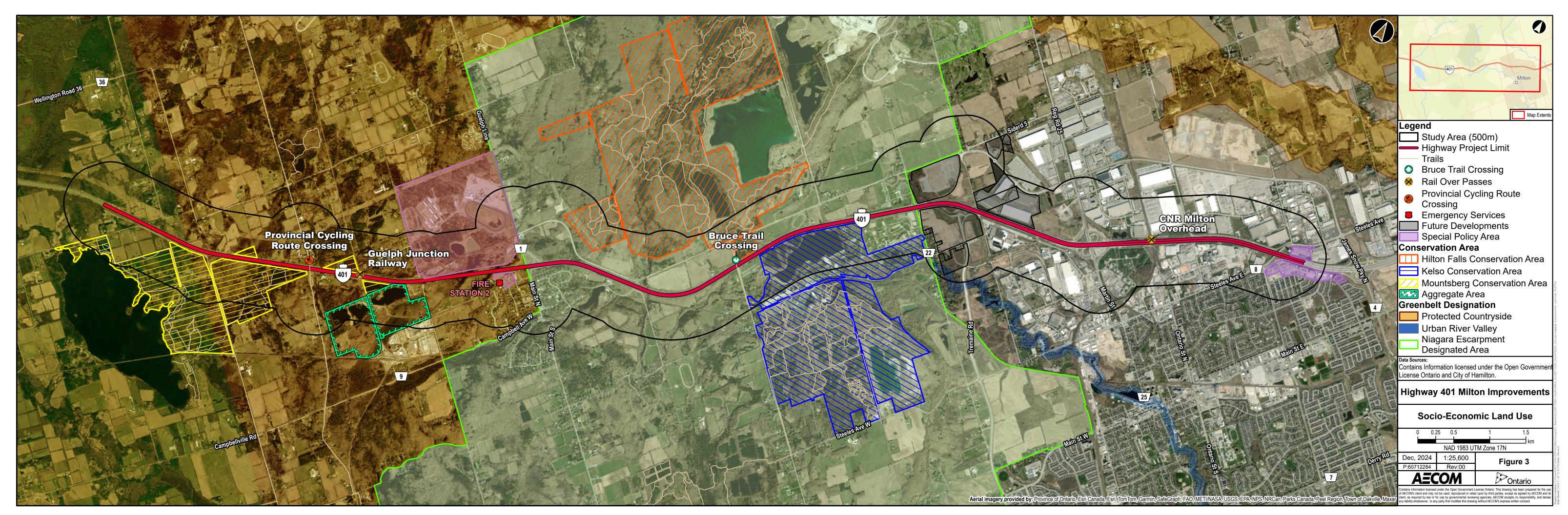
Alternatively, you can contact the Project Team at: ProjectTeam@highway401milton.ca

Toll Free: 1-877-417-3924

Please provide any comments on the PIC by **June 25**, **2025**.







COUNTY OF WELLINGTON



KIM COURTS
DEPUTY CLERK
T 519.837.2600 x 2930
F 519.837.1909
E kimc@wellington.ca

74 WOOLWICH STREET GUELPH, ONTARIO N1H 3T9

May 29, 2025

Wellington County
Member Municipality Clerks
Amanda Knight, Township of Guelph/Eramosa
Nina Lecic, Town of Erin
Kerri O'Kane, Township of Centre Wellington
Larry Wheeler, Township of Mapleton
Annilene McRobb, Town of Minto
Karren Wallace, Township of Wellington North
Justine Brotherston, Township of Puslinch

Sent via email: aknight@get.on.ca
nina.lecic@erin.ca
kokane@centrewellington.ca
LWheeler@mapleton.ca
annilene@town.minto.on.ca
kwallace@wellington-north.com
jbrotherston@puslinch.ca

Good afternoon,

At its meeting held on May 29, 2025, Wellington County Council approved the following recommendation from the Planning Committee:

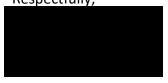
That the Climate Change and Sustainability Division Highlights Annual Report be received for information; and

That the Climate Change and Sustainability Division Highlights Annual Report be circulated to the member municipalities for information.

Please find enclosed Climate Change and Sustainability Division Highlights Annual Report.

Should you have any questions, please contact Karen Chisholme, Climate Change and Sustainability Manager at karenc@wellington.ca.

Respectfully,



Kim Courts Deputy Clerk

COUNTY OF WELLINGTON Committee Report

To: Chair and Members of the Planning Committee

From: Karen Chisholme, Climate Change and Sustainability Manager

Date: Thursday, May 08, 2025

Subject: Climate Change and Sustainability Division Highlights Annual Report

Background:

Future Focused, a climate change mitigation plan for the County of Wellington, was endorsed by County Council in February 2021. The plan sets out recommendations and targets to reduce greenhouse gas emissions from Corporate and Community sources to 2030. Staff report annually on the progress of implementation of the plan recommendations.

Climate Change and Sustainability Division Highlights Annual Report

The Climate Change and Sustainability Division Highlights Annual Report (attached) documents the progress being made on the implementation of the Future Focused Plan.

Overall, community greenhouse gas emissions rose slightly in 2024, and corporate emissions declined. Of note, there have been substantial decreases in greenhouse gas emissions from Corporate Transportation. In addition, changes in data gathering for the Census of Agriculture have rendered the data incomparable to previous years. The agriculture data has been included in the overall community calculation. However, no insights can be gleaned regarding changes in emissions from this source.

The County of Wellington Roads department has progressively equipped fleet vehicles with GEOTab devices and software. This allows for more accurate data regarding kilometers travelled, fuel consumption, vehicle efficiency etc. Previous calculations have included small equipment because of shared fuel sources. The decrease in emissions from corporate transportation is largely reflective of better data since operations have not changed significantly.

The following summary breaks down progress to end of 2024.

Recommendation Status	Community Initiatives	Corporate Initiatives
Completed	6	9
Initiated	8	11
Ongoing	41	16
Not yet initiated	28	25

Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan: Making the best decisions for the betterment of the Community.

Recommendation:

That the Climate Change and Sustainability Division Highlights Annual Report be received for information.

That the Climate Change and Sustainability Division Highlights Annual Report be circulated to the member municipalities for information.

Respectfully submitted,



Karen Chisholme Climate Change and Sustainability Manager

In consultation with/approved by: Aldo Salis, Director Planning and Development Scott Wilson, Chief Administrative Officer

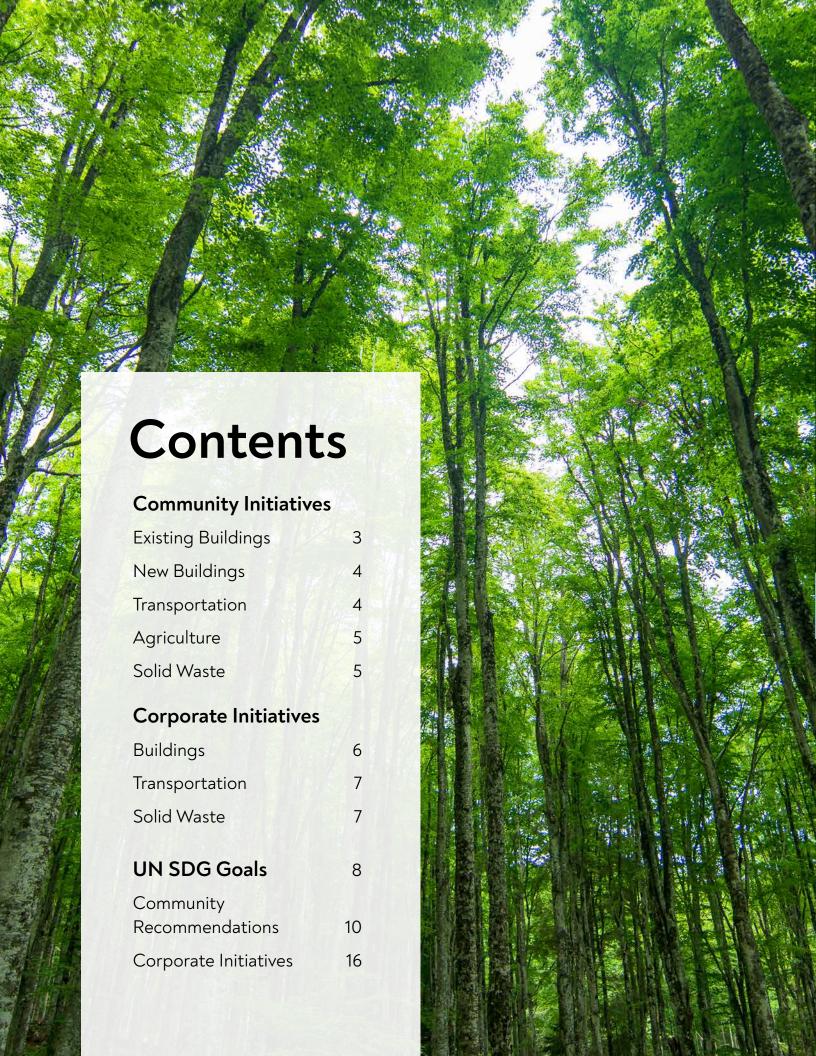
Attachment: Climate Change and Sustainability Division Highlights Annual Report

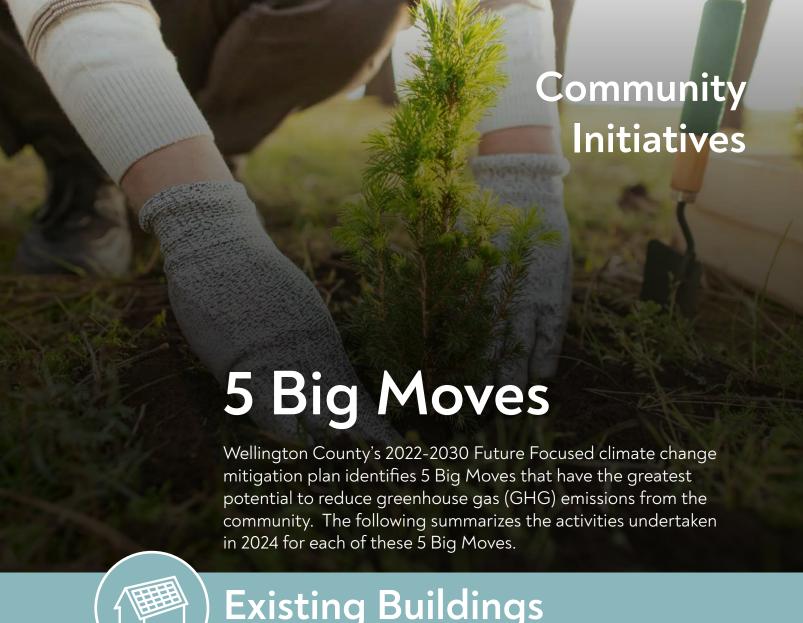


2024 HIGHLIGHTS

Climate Change and Sustainabilty Division









Goal: Reduce greenhouse gas emissions from existing buildings.

Target: 20% adoption of 40% greenhouse gas emissions reduction by 2030.

% GHG reduction (increase) yr/yr:

results yet

2024 Accomplishments:

- Completed Home Energy Efficiency Programme Design to guide implementation of a home energy retrofit programme to reduce GHG emissions in existing homes.
- Introduced the Low Income Energy Coach Pilot to help low-income residents reduce their energy costs, energy usage, and GHG emissions.

Total Budget

\$310,000

(2024 Request \$100,000)

Engagement

Cumulative Funding

\$273,760

(2024 \$137,760)



New Buildings

Goal: Reduce greenhouse gas emissions from new buildings

Target: 40% greenhouse gas reduction over 2017 standards for all new buildings by 2030

% GHG reduction (increase) yr/yr:

no results yet

2024 Accomplishments:

 Continued development of Future Ready in partnership with Grey and Dufferin Counties to guide creation of new low GHG emissions neighbourhoods and homes.

Total Budget \$100,000

(2024 Request \$0)

Engagement Cumulative Funding \$445,600



Transportation

Goal: Reduce greenhouse gas emissions from transportation.

Target: 20% conversion of registered vehicles to electric by 2030.

% GHG reduction (increase)

yr/yr:

1%

2024 Accomplishments:

- Continued implementation of Rural ReCharge Electric Vehicle (EV) Charging
 Network to support electric vehicle adoption and tourism.
- Hosted Plug'N Drive EV test drives and information booth at two community events (Erin Earth Day, Aberfoyle Fall Fair) to support EV adoption.

Total Budget

\$175,000

(2024 Request \$0)

Engagement

50+

Cumulative Funding

\$35,150



Agriculture

Goal: Reduce greenhouse gas emissions in the agricultural sector

Target: 12% reduction in greenhouse gas emissions by 2030.

% GHG reduction (increase) yr/yr*:

*data not comparable due to changes in methodology

2024 Accomplishments:

- Transitioned Experimental Acres from a pilot to a permanent programme under Economic Development Division. Experimental Acres support farmers' transition to climate-friendly farming practices to reduce GHG emissions and improve soil health.
- Continued participation in Ontario Living Lab to support research and knowledge transfer of climate-friendly farming practices.
- Received Economic Developers Council of Ontario Excellence in Rural
 Economic Development Award (2024) for Experimental Acres programme.

Budget

\$0

Engagement

10

Cumulative Funding

\$C



Solid Waste

Goal: Increase diversion rates.

% GHG reduction (increase)

yr/yr:

10%

Target: 20% reduction in GHG emissions by 2030.

2024 Accomplishments:

- 10% Reduction of Greenhouse Gas Emissions from 2017 to 2023
- Council support for minimum waste fee (for materials received at waste facilities) to increase diversion capacity.

NOTE: Solid Waste Services is transitioning out of the Blue Box recycling programme. Following this transition, Solid Waste Services will establish new targets, budgets, baselines and initiatives for the waste division. Initiatives under this category are funded through other budgets.



% GHG reduction (increase) yr/yr:

1%

Goal: Reduce greenhouse gas emissions from administrative and social housing buildings.

Target: Retrofit 20% of County-owned buildings to a standard of 40% reduction in greenhouse gas emissions by 2030.

2024 Accomplishments:

- Installed submeters at three County buildings to improve understanding of energy usage in shared heating and electrical systems.
- Acquired EnergyCap energy data management software to increase efficiency of data management and improve accuracy of data analysis.
- Initiated energy conservation and solar generation projects at several social housing buildings.
- Enacted new Building Project Development and Approval Process Policy

Total Budget

\$200,000

Engagement

Cumulative Funding

8

\$25,000

(2024 Request \$30,000)

NOTE: Cost of Coporate building retrofits are under other budgets



Transportation

% GHG reduction (increase) yr/yr:

16%

Goal: Reduce greenhouse gas emissions from County fleet vehicles and curbside pickup service.

Target: 15% greenhouse gas reduction in curbside pickup service and 5% greenhouse gas emissions from other fleet sources by 2030.

2024 Accomplishments:

 Initiated Green Fleet Pilot to test operational performance of electric and hybrid vehicles.

Total Budget \$100,000

Engagement

Cumulative Funding

\$0



Solid Waste

% GHG reduction (increase)

yr/yr:

0%

Goal: Reduce greenhouse gas emissions from corporate solid waste.

Target: 5% reduction in greenhouse gas emissions from solid waste by 2030.

2024 Accomplishments:

Solid Waste Services received Municipal Waste Association (MWA)
 Social Media and Online Strategy Silver Award for innovative promotional and educational (P and E) materials for "Day in the Life" animated shorts video series.

NOTE: Inititatives under this category are funded through other budgets.



13 CLIMATE ACTION



Adopted by the United Nations in 2015, the Sustainable Development Goals are a "call to action to end poverty, protect the planet*". Although many of the goals relate to climate action, Goal 13 identifies actions that directly address climate change.

Below is a summary of activities in 2023 that Wellington County has taken that contribute to Goal 13 in a local context.

Goal: Take Urgent Action to combat climate change and its impacts.

Ambition 1: Wellington County, member municipalities, residents and businesses are well-equipped and resilient to face the effects of climate change.

Target: By 2025, Wellington County will have a climate change adaptation strategy in place.

2024 Accomplishments:

Initiated phase 2 of agrifood vulnerability study

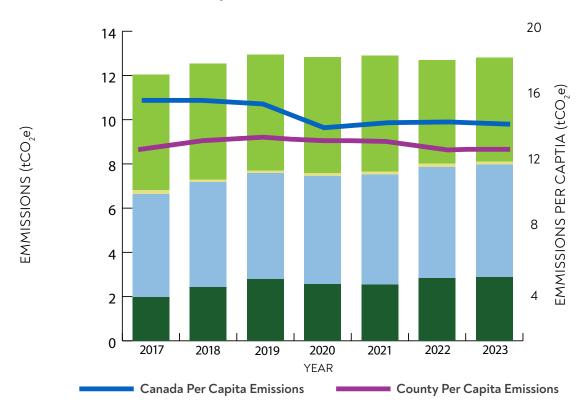
Ambition 2: Wellington County reduces their greenhouse gas emissions.

Target: By 2030, reduce Wellington County's community total greenhouse gas emissions by 6% and corporate emissions by 10%.

2023 Community Greenhouse Gas Emissions

- \cdot 2023 County per capita emissions (12.52 tCO $_2$ e) is lower than 2017 (12.62 tCO $_2$ e)
- Overall, greenhouse gas emissions are higher than the base year 2017.

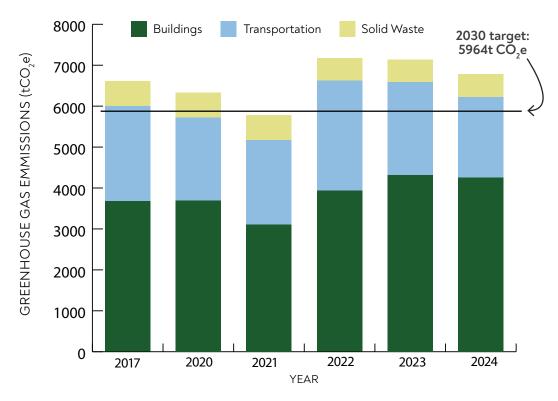
Community Greenhouse Gas Emissions (2017-2023)



2024 Corporate Greenhouse Gas Emissions

- 2024 GHG emissions per square foot in corporate buildings is higher (0.48 kg CO₂e/sqft) compared to 2017 (0.41 kg CO₂e/sqft).
- · Overall, greenhouse gas emissions are higher (2%) than the base year (2017).

County of Wellington Corporate Greenhouse Gas Emissions (2017-2023)



Community Recommendations

Buildings		
#	RECOMMENDATION	STATUS
_	ective 1: Develop strategies and associated policies in support of greer ctions and energy conservation for existing buildings.	nhouse gas
B1	Promote voluntary deep energy retrofits for existing buildings with an objective of achieving net-zero or net-zero-ready.	Ongoing
B2	Encourage strategic plantings and other green infrastructure to cool buildings and reduce heat island effect in urban areas.	Not yet initiated
В3	Encourage industrial and agricultural greenhouse gas reductions through machine and equipment upgrades and system improvements.	Not yet initiated
B4	Investigate potential areas for shared heating/district energy.	Not yet initiated
B5	Promote transition to green energy sources for historic/heritage buildings.	Not yet initiated
В6	Support the transition to renewable natural gas, when available.	Not yet initiated
В7	Investigate incentive mechanisms to encourage deep energy retrofits for existing buildings.	Initiated
В8	Promote the use of Community Improvement Programme funding for energy efficiency improvements on existing industrial and commercial buildings.	Completed
В9	Promote funding from federal, provincial governments and utilities that support energy efficiency and GHG reductions.	Ongoing
B10	Explore energy performance labeling for existing buildings.	Initiated
B11	Support and encourage energy benchmarking and energy management for existing industrial/commercial/agricultural buildings.	Not yet initiated
Objective 2: Develop strategies and policies in support of greenhouse gas avoidance and energy conservation in planned buildings and developments.		
B12	Investigate green building standards/guidelines to achieve net-zero/net-zero-ready designs for all new buildings with specific consideration of attainable housing needs and update policies as appropriate.	Ongoing

B13	Investigate green development standards/guidelines to achieve net-zero/net-zero-ready designs for new neighbourhoods and subdivisions and update policies as appropriate.	Ongoing	
B14	Encourage strategic plantings to cool buildings and reduce heat island effect in urban areas.	Ongoing	
B15	Explore potential areas for district energy/shared heating.	Not yet initiated	
B16	Investigate incentive mechanisms to encourage adoption of net-zero/net-zero-ready design.	Ongoing	
B17	Encourage adoption of energy performance labelling for new buildings.	Initiated	
B18	Encourage and promote adoption of benchmarking and other energy management tools for businesses and industries.	Not yet initiated	
Obje	Objective 3: Develop strategies to build a culture of conservation in the community.		
B19	Support the establishment of communities of practice for business owners/operators and farmers to share knowledge and experiences with energy efficiency and learn from peers and industry leaders.	Initiated	
B20	Support sharing of resources and knowledge of energy efficiency methods and funding opportunities with landowners and businesses.	Ongoing	
B21	Support the development of sustainability plans and reports for businesses and farmers.	Not yet initiated	
B22	Support member municipalities in development of local Climate Change mitigation plans.	Ongoing	

Transportation and Streetlights			
#	RECOMMENDATION	STATUS	
Objec	Objective 1: Develop strategies to transition light duty vehicles to electric.		
TS1	Investigate the feasibility of a Regional Electric Vehicle Charging Network to support commuter traffic and tourism.	Completed	
TS2	Investigate inclusion of electric vehicle-ready design in green building guidelines and new developments.	Ongoing	
TS3	Continue purchasing partnership with member municipalities to transition to electric vehicles.	Ongoing	
TS4	Encourage transition of transportation provider fleets to electric.	Not yet initiated	
TS5	Encourage and support adoption/educate of electric vehicles and low emission vehicles by the community and company fleets.	Ongoing	

Obje	Objective 2: Develop strategies and policies to reduce dependency on the automobile.		
TS6	Investigate development of green development standards to include complete neighbourhoods prioritizing live-work and active transportation and update policies as appropriate.	Ongoing	
TS7	Investigate guidelines and define "complete streets" and "complete communities" for rural communities and update policies as appropriate.	Ongoing	
TS8	Support implementation of bicycle infrastructure and preferred parking for low-carbon transportation with all infrastructure designs and at private businesses.	Initiated	
TS9	Support connection of active transportation with Regional transportation networks.	Not yet initiated	
TS10	Continue to support road closures where appropriate to promote shopping and restaurant and patio expansions.	Ongoing	
TS11	Promote Active and Safe Walks to School and other safe walking programmes through local school boards.	Ongoing	
TS12	Provide information sources to educate the community on active transportation options (e.g. cycling know-how).	Not yet initiated	
TS13	Promote the use of County and Municipal trail systems and municipal active transportation systems.	Ongoing	
TS14	Re-visit the recommendations of the County's Active Transportation Plan.	Initiated	
TS15	Promote and support Bike to Work Day initiatives.	Not yet initiated	
Obje	ctive 3: Develop strategies to support options for commuters to redu	ce greenhouse gases.	
TS16	Continue to support and encourage expansion of broadband throughout the County to encourage telecommuting.	Ongoing	
TS17	Promote the use of Regional Transit and address climate change in future transit planning through RMAP and other plans.	Initiated	
TS18	Encourage carpooling and associated infrastructure.	Not yet initiated	
TS19	Continue to coordinate shared transportation to bring employees to the County.	Ongoing	
TS20	Encourage employers to promote carpooling.	Not yet initiated	
Objective 4: Develop strategies to reduce emissions from heavy duty vehicles and equipment.			
TS21	Support the use of alternative winter road control technologies to reduce salt application and required frequency of application.	Ongoing	
TS22	Continue to track development of new technologies for lower carbon transportation.	Ongoing	
TS23	Encourage utilities and provincial government to install alternative	Ongoing	
	fuel stations (e.g. CNG, hydrogen) on major roadways.		

Objective 5: Plan for future transportation needs.		
TS25	Explore options with local municipalities regarding parking policies to support reduction of GHG emissions.	Not yet initiated
TS26	Investigate partnership opportunities with municipalities and businesses for pedestrian access measures to further support active transportation in urban areas.	Not yet initiated
TS27	Explore low carbon transportation actions through the County's Road Master Actions Plan.	Completed

Solid Waste			
#	RECOMMENDATION	STATUS	
Objec	tive 1: Develop strategies to reduce solid waste generation.		
SW1	Continue to implement initiatives with respect to food waste reduction through Our Food Future.	Completed	
SW2	Promote food skills including food production, selection, storage, preparation and nutrition through Taste Real and Economic Development.	Not yet initiated	
Obje	Objective 2: Develop strategies to increase diversion rates.		
SW3	Continue to support installation of solid waste diversion bins in public spaces throughout the County.	Not yet initiated	
SW4	Explore partnership opportunities for alternative solid waste disposal methods.	Ongoing	
SW5	Continue Community solid waste audits and tracking diversion rates.	Ongoing	
SW6	Continue to encourage waste diversion through implementation of education and engagement activities.	Ongoing	
SW7	Expand diversion programmes and services.	Ongoing	
Objective 3: Empower the community through programme development.			
SW8	Continue to implement the County of Wellington Solid Waste Services Strategy.	Ongoing	

Agriculture

#	RECOMMENDATION	STATUS	
Obje	Objective 1: Develop strategies to empower farmers to reduce greenhouse gases on the farm.		
A1	Continue to encourage manure and nutrient management best practices.	Ongoing	
A2	Explore methods to track tree planting programmes throughout the County (e.g. Green Legacy Programme, Conservation Authorities, others) including planting locations, species, numbers and establishment to better inform future decisions and impact of the Green Legacy Programme and other programmes as a climate change action.	Not yet initiated	
А3	Continue to support restoration of natural areas (e.g. forests, wetlands, streams, grasslands) and soils to promote carbon sequestration.	Ongoing	
A4	Investigate additional incentive programmes to support farmers' transition to climate-friendly best management farming practices and energy efficiency upgrades.	Ongoing	
A5	Continue to invest in the Wellington Rural Water Quality Programme.	Ongoing	
A6	Continue to invest in the Green Legacy Programme.	Ongoing	
A7	Explore expansion of marketing for Green Legacy Programme to better explain how the programme works (including costs and landowner responsibility).	Not yet initiated	
A8	Support farmers' transition to climate-friendly best management farming practices through partnerships with local agricultural organizations and continued delivery of the Wellington Rural Water Quality Programme.	Ongoing	
A9	Continue to encourage preparation and implementation of Environmental Farm Plans.	Ongoing	
A10	Promote the use of Halos GHG emissions modelling tool (Agri-food Canada).	Not yet initiated	
A11	Review Rural Water Quality Programme to identify additional supported actions to address climate change action (e.g. soil management, naturalization, climate-friendly best management farming practices, etc.).	Ongoing	
Objective 2: Develop innovative strategies to promote and improve access to local food.			
A12	Continue to develop partnerships through Smart Cities which increase local food availability and access, circular food economy initiatives and the use of technology to improve soil management and increase yields.	Ongoing	
A13	Continue to promote local food availability and access through Taste Real.	Ongoing	
A14	Investigate development of local food production, processing distribution and retailing businesses and facilities.	Ongoing	

A15	Continue to promote and support the development of community gardens in urban areas.	Ongoing
Obje	ective 3: Build a culture of conservation in the community.	
A16	Support the delivery of educational materials regarding reducing greenhouse gases on the farm.	Not yet initiated
A17	Support new and existing local networks for farmers to share knowledge and experience with efficiency improvements (e.g. buildings, machinery, equipment) and climate-friendly best management farming practices.	Not yet initiated

Cross-Sectoral

#	RECOMMENDATION	STATUS
Obje	ctive 1: Develop strategies to support renewable energy in the comm	unity.
CS1	Investigate approaches to develop renewable energy initiatives.	Not yet initiated
CS2	Promote the benefits of alternative clean energy.	Not yet initiated
_	ctive 2: Develop strategies to support partnership-building and engag munity.	gement with the
CS3	Support development of an engagement strategy including engagement with youth, Indigenous communities, and hard to reach communities with partners (e.g. school boards, non-governmental organizations, etc.).	Not yet initiated
CS4	Leverage academic research to help inform implementation planning moving forward.	Ongoing
CS5	Investigate development of a data management system to support energy use data for the community, track progress on climate change actions and inform future decision making.	Completed
CS6	Investigate learning programmes and supporting tools specific for residents through Wellington County Libraries and other County facilities.	Initiated
CS7	Explore development of a web portal for the community to find resources and updates on County Mitigation Plan.	Completed
CS8	Promote and provide webinars and presentations, case studies, etc. to engage the community and share information.	Ongoing
CS9	Support other broader public sectors in planning and achieving their climate change action goals.	Ongoing

Corporate Initiatives

Buildings

#	RECOMMENDATION	STATUS
Object	ive 1: Develop strategies and policies to reduce greenhouse gas from	existing buildings.
WB1	Explore expansion of deep energy retrofits for social housing units (two units budgeted per year) and ensure flexibility in the budget for additional retrofit opportunities due to unexpected unit vacancies.	Ongoing
WB2	Explore opportunities for whole building retrofits for multi-unit residential buildings.	Initiated
WB3	Develop whole-buildings approach to retrofit plans specific to each County-owned building based on results of energy efficiency assessments and health and wellness objectives.	Initiated
WB4	Incorporate green infrastructure where feasible to reduce wind and heat exposure.	Not yet initiated
WB5	Develop Corporate policy regarding standardized climate conditions in county facilities.	Not yet initiated
WB6	Continue lifecycle replacement of heating, ventilation and air conditioning and other equipment with higher efficiency models, where greener energy sources are not available.	Ongoing
WB7	Investigate feasibility of district energy at Administration Centre in Guelph.	Not yet initiated
WB8	Replace gas powered grounds equipment with electric at end of life.	Ongoing
WB9	Explore opportunities to generate energy at point of use, through renewables, combined heat and power, district energy, etc.	Initiated
WB10	Consider purchasing renewable natural gas when available.	Not yet initiated
WB11	Prepare and implement a schedule of energy efficiency assessments (e.g. walk-throughs, audits) to be completed each year. Prioritize buildings and facilities with the highest energy use per area.	Ongoing
WB12	Investigate implementation of energy management systems in all existing County-owned buildings to identify opportunities to manage energy efficiency at the site-level.	Not yet initiated
WB13	Implement benchmarking of energy use in existing buildings using NRCAN EnerGuide or similar.	Ongoing
WB14	Install sub-metering to better understand energy use in large and joint systems (e.g. Administration Centre, 129, 131 Wyndham and Gym facilities, etc.).	Completed
WB15	Support energy efficient habit adoption by social housing residents through educational programmes.	Not yet initiated
	ve 2: Develop strategies and policies to transition all new buildings to be neo-	et-zero/
WB16	Investigate feasibility of district energy at Wellington Place.	Not yet initiated

WB17	Update Green Legacy Building Guidelines for new buildings to be built to a high energy efficiency standard (e.g. 65% more efficient than 2012 Ontario Building Code). Require green infrastructure to be integrated (where feasible) in all new buildings.	Initiated
WB18	Review and update Green Legacy Building Guidelines every five years (or as needed per Ontario Building Code updates).	Not yet initiated
WB19	Investigate efficiency labelling.	Not yet initiated
WB20	Continue energy efficient education for new intakes to social housing.	Ongoing

Transp	ortation and Streetlight				
#	RECOMMENDATION	STATUS			
Objectiv	Objective 1: Develop strategies and policies to transition light duty vehicles to electric.				
WTS1	Ensure vehicles are the right size for their intended purpose.	Completed			
WTS2	Investigate efficient driver training for light duty vehicle operators.	Initiated			
WTS3	Pilot new technologies (e.g. electric light duty pickup trucks) as they become available.	Initiated			
Objectiv	e 2: Develop strategies to reduce greenhouse gases from personal use vehic	cles.			
WTS4	Invest in and promote the use of remote meeting technology.	Completed			
WTS5	Explore a car share membership for employees to access hybrid and electric vehicles for occasional business use.	Not yet initiated			
WTS6	Promote carpooling to meetings.	Ongoing			
Objectiv	e 3: Develop strategies to reduce greenhouse gases from heavy duty vehicle	es and equipment.			
WTS7	Initiate a pilot project to install auxiliary heaters to de-fog and de-frost cabs.	Not yet initiated			
WTS8	Formalize anti-idling practice through policy and investigate technologies to reduce idling.	Not yet initiated			
	Develop a Green Fleet strategy to transition fleet to lower carbon energy sources.				
WTS9	Until green fleet strategy is complete, vehicles will be replaced considering the following:	Completed			
	 Oldest (i.e. most inefficient) or highest use vehicles to be highest priority for replacement. Light duty diesel vehicles to be replaced with gasoline or flex fuel. 	Completed			
	All vehicle types to be replaced with higher efficient models.				
WTS19	Pilot new lower carbon technologies as they become available.	Not yet initiated			

Transportation and Streetlight					
#	RECOMMENDATION	STATUS			
WTS20	Implement a fleet monitoring system to monitor and evaluate performance (benchmarking). Integrate with operation and maintenance programme (vehicle performance and efficiency audits). Ongoin				
Objecti	Objective 4: Plan for future transportation needs.				
WTS21	Explore attaining North American Fleet Association NAFA sustainable fleet certificate and certified automotive fleet specialist.	Not yet initiated			
WTS22	Monitor new and emerging technologies.	Ongoing			
Objecti	Objective 5: Develop strategies to create a culture of conservation.				
WTS23	Provide cycling infrastructure including safe bike storage, changing and showering facilities (for staff use), tune up station at County buildings and facilities, where feasible.	Not yet initiated			
WTS24	Explore options for single day parking pass at Admin Centre to promote alternative transportation while providing flexibility for personal car use for work.	Completed			
WTS25	Host cycle to work day/month for staff.	Not yet initiated			
Objective 6: Continue to reduce energy use in street and outdoor lighting.					
WTS26	Complete the retrofit of County-owned streetlights and outdoor lighting with LED lights.	Initiated			

#	RECOMMENDATION	STATUS		
Objective 1: Develop strategies and policies to reduce solid waste generation from source.				
WSW1	Digitize billing, HR forms, etc. to reduce paper usage.	Ongoing		
WSW2	Update purchasing policy to include requirements for reduced, reusable and recyclable packaging.	Not yet initiated		
WSW3	Develop green event guidelines to guide County-hosted events to be lower carbon (lower greenhouse gases, reduce waste, etc.).	Not yet initiated		
Objective 2: Develop strategies to increase diversion rates.				
WSW4	Implement green waste programme at Corporate buildings.	Completed		

Not yet initiated

Support waste diversion in social housing with educational programmes.

Solid Waste

WSW5

Ongoing

WCS19

retrofits for municipal and community buildings.





Home Energy Efficiency Transition

County of Wellington



Program Purpose

- Accelerate the adoption of lowemissions and energy conservation home retrofits.
 - Improve building envelopes
 - Increase uptake of heat pumps
- Address energy poverty



HEET as a Multi-solve Solution

Social Housing/Social Services	Economic Development	Planning	Terrace	Emergency Management/ Emergency Services
 Reduce # applicants for LEAP. Complement Ontario Renovates programme. Reduce # homes deciding between food and energy expenses. 	 Stabilizes renovation industry for energy auditors and energy efficiency construction. Improves quality/desirability and resiliency of building stock. 	 Can contribute to affordable additional units. Delays need for expensive energy and gas network expansion. 	- Can allow more individuals to stay in their homes longer, delaying expensive care and reducing demand on County services.	 Improves building stock resiliency to extreme events. Improves living conditions in extreme events: heat wave, power loss.

HEET as a Change Management Tool

AWARENESS	DESIRE	KNOWLEDGE	ABILITY	REINFORCEMENT
Marketing - Online resources - Workshops & Webinars - Energy Coach	 Online models/calculators Home Energy Tool Kit Energy Coach 	 Energy Coach Concierge Service 	 HEET Loans & Grants Energy Coach IESO/Enbridge Grants 	 Pathway to Net Zero Plan Home Maintenance Checklist Follow up calls Cost/Benefit tracking sheets Energy Coach

HEET Programme Features

Financing and Incentives

Concierge

Centralized Web Platform

Climate-Ready Pathway Plan

Promotion of Low-Carbon Resilience

Loan Terms



LIC Financing

Financing attached to the property, not the homeowner, and repaid via property tax bill



Supportive Features

Flexible underwriting
Up to 50% of amount upfront
Available incentives



Financing Amounts

Min: \$10,000

Max: \$80,000 or 10% of the

property value (whichever is less)



Attractive Repayment

Possibility of ≥ 10-year terms Penalty-free early repayment

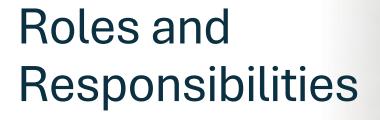
Consultation with Municipal Finance Staff

Feasibility Study		
Attendees	Date	Feedback Received
Finance staff from member municipalities Su Dason (County Solicitor)	February 2023	Member municipalities have limited capacity Most municipalities have existing LIC program (e.g. farm drainage)

Program Design		
Attendees	Date	Feedback Received
Adam McNabb, Linda Cheyne	June 2024	Improved understanding of municipal tax and bylaw processes
Finance staff from member municipalities	June 2024	Q&A document re process and agreement details
Finance staff from member municipalities	September 2024	Fine details of process and accounting clarified

Multi-Stakeholder Journey





- Verify participant property tax bill history.
- Approve and sign POAs.
- Record LICs on benefitting properties.
- Pass required bylaws Council resolutions.
- Oversee billing and collections process.
- Prepare budget and status updates for the County.
- Manage any delinquencies and defaults.
- Apply to loan loss reserve to recover partial losses when needed.



Budget* and Uptake

*\$k

** maximized FCM contribution

Sources of Funding	Year 1 ¹⁸	Year 2	Year 3	Year 4	Total
County (loan capital)	\$676,410	\$676,410	\$676,410	\$676,410	\$2,705,640
Application fee	\$37,600	\$37,600	\$37,600	\$37,600	\$149,200
GMF (grant)	\$1,270,275	\$990,875	\$709,315	\$829,315	\$3,799,780
GMF (loan)	\$1,899,890	\$1,899,890	\$1,899,890	\$1,899,890	\$7,599,560
Total funding	\$3,883,875	\$3,604,475	\$3,322,915	\$3,442,915	\$14,254,180
% loans in grant (GMF)	67%	52%	37%	44%	50%
% covered by non- GMF sources	18.4%	19.8%	21.5%	20.7%	20.0%

Uptake Scenarios - First 4 years (Yearly)	Township of Centre Wellington	Guelph/ Eramosa Township	Township of Wellington North	Town of Erin	Township of Mapleton	Town of Minto	Township of Puslinch
Low	3	2	1	1	1	1	1
Medium	19	10	7	10	7	6	7
High	37	20	14	19	13	11	14

Next Steps

- FCM application End of March
- RFP for third party administrator
- LIC by-law template for Municipalities
- Process map with municipalities
- Compensation and agreement with municipalities
- Visioning for marketing campaign

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COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning

Date: Thursday, June 12, 2025

Subject: County Official Plan Review – Phase 3B Rural Residential Growth



PLANWELL

1.0 Purpose

This report responds to municipal input from the Town of Erin and Township of Puslinch about how to address their long-term rural residential growth needs. The report includes options related to the effective date for new lots in the Secondary Agricultural Area designation in the Wellington County Official Plan.

2.0 Background

As part of Rural Phase 3B of the Official Plan Review, Planning staff prepared an analysis of long-term rural residential growth needs in September 2024 (Report PD2024-29). Three of the seven Member Municipalities have a shortfall of rural housing units: Erin, Puslinch and Wellington North. The Planning Committee directed staff to consult with each municipality about which policy options they would prefer to apply to address the shortfall. This report focuses on addressing a shortfall of 120 units in Erin and 250 units in Puslinch (Figure 1).

Figure 1 Erin and Puslinch Rural Residential Need
Based on current Official Plan Forecasts

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,170	3,560
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	580	600
SUPPLY	Vacant Designated Rural Lands	112	73
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Total Vacant Supply	460	350
NEED	Long-Term Rural Housing Demand	580	600
	Existing Vacant Rural Residential Supply	460	350
	Rural Area Residential Need	-120	-250
	(negative value = shortfall)		

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29)

The vacant rural area supply reflected above is as of July 2024.

Figure 1 includes an estimate of the potential supply of lots that could be created under the current policies and this has been factored into the supply: 278 for Erin and 204 for Puslinch. The detailed analysis to determine that number is based on parcel size, environmental constraints, frontage and configuration of existing buildings and structures. It is not feasible to do Minimum Distance Separation calculations or safe access sight distance calculations. The estimate also relies on an assumption that every landowner will pursue a new lot.

It is important to note that the County can only provide opportunities to create new lots through policy, but some individual landowners who qualify for consideration may not wish to apply. While the County does continue to see new applications for some of these lots, staff will continue to monitor this category of the supply against actual severances over the long-term.

Planning staff have been engaging directly with Wellington North staff about how to address their shortfall and will continue to do so. The Town of Erin and Township of Puslinch responded to the County by bringing forward planning reports for consideration by their Council as outlined below.

3.0 Municipal Responses

3.1 Town of Erin

Town of Erin planning report PD2025-10 was considered by Town Council on April 10, 2025. The staff report supported minor expansions to designated Hamlets outside of the Greenbelt Plan, but did not recommend expanding rural cluster areas or increasing the opportunity for lot severances.

The Town Council resolution differs as it only endorses promoting Additional Residential Units (ARUs) to accommodate the additional units required to achieve the 2051 rural growth forecast. Town Council did not support minor Hamlet expansions or amending the severance policies for Secondary Agricultural Areas.

3.2 Township of Puslinch

Township of Puslinch planning report by NPG Planning Solutions was considered by Council on November 27, 2024. The report provided three options to support appropriate lot creation in Secondary Agricultural Areas while continuing to focus lot creation in settlement areas:

- 1. Reset the rural residential severance date of March 1, 2005 to a more recent date.
- 2. Increase the number of permitted lots from each property.
- 3. Restrict the number of permitted rural residential severances based on the size of the original Township lot.

The Township Council resolution differs by requesting removal of the rural residential severance date of March 1, 2005. Council requested that the date be replaced with a policy allowing one severance every five years in Secondary Agricultural Areas subject to review every five years.

4.0 Planning Policy Context

The planning policy environment has changed significantly with the introduction of the new Provincial Planning Statement (PPS) in October 2024. For rural growth, the new PPS policies continue to require the following:

- Municipal land and unit supply must be based on and reflect the County's allocation of population and units.
- Rural growth must be focused in rural settlement areas (known as Secondary Urban Centres and Hamlets outside of the Greenbelt in the County Official Plan).

The new PPS policies also provide the following flexibility regarding rural lands:

- Removal of the Growth Plan limitation that lot creation of more than three residential lots be directed to settlement areas (outside of Greenbelt).
- Allows growth and development to be directed to rural lands outside of rural settlement areas but leaves it up to municipalities to determine how.

The growth hierarchy in the County Official Plan is as follows:

- 1. The majority of growth is to be directed to primary urban centres with municipal water and sewage services.
- 2. Growth will be limited in primary urban centres, secondary urban centres and hamlets that do not offer municipal water and sewage services.
- 3. To a lesser extent, growth will be directed to secondary agricultural areas.

The County's long-term growth forecast to 2051 assigns 90% of growth to municipally-serviced Urban Centres. The remaining 10% is for rural growth. All of the municipalities in Wellington County have Prime Agricultural Areas. Whereas Erin, Minto and Puslinch also have lands within a Secondary Agricultural Area designation.

New residential lot creation is not permitted in Prime Agricultural Areas by Provincial and County policies. The County Official Plan does not allow new estate residential or lifestyle communities in the rural area County-wide.

In Secondary Agricultural Areas, policy 10.4.4 sets out the criteria for consideration of rural residential lot creation in such areas. While not the only limiting factor, one of the main policies limiting residential lot creation is the requirement that only one new lot can be created from an original lot that existed on March 1, 2005. Once a new residential lot from the original March 1, 2005 parcel has been created, a second new residential lot is not allowed.

The severance date was last re-set as part of the 5-year Review of the County Official Plan when Official Plan Amendment 81 came into effect December 19, 2014. OPA 81 changed the date from provincial approval in 1999 to March 1, 2005 (OPA 81 was approved by the Province April 13, 1999 and came into effect May 6, 1999).

As part of the current Official Plan Review, the County added policy 6.5.4 Rural Clusters through OPA 119. This policy was added to the Plan as a commitment to conduct a review of potential constraints to the supply of rural residential lots in the Secondary Agricultural Area. This assessment was completed in September 2024 (Report PD2024-29).

5.0 Options for Erin

The rural area housing shortfall for Erin is approximately 120 households and Erin Council would like additional residential units (ARUs) to make up the difference. Based on Erin Council input planning staff have considered two options below.

5.1 Additional Residential Units

Additional residential units (ARUs) like accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping areas. ARUs are supported in the County Official Plan in many urban and rural areas of the County, subject to criteria. As part of the Phase 2 MCR Report: Urban Land Needs Assessment finalized in August 2022, Watson and Associates Economists Ltd. (Watson) analyzed annual ARU building permit activity from 2011 to 2021. At that time, ARUs were mainly being built within Primary Urban Centres of the County. Watson prepared an annual ARU forecast by Urban Centre and this factored into the urban housing supply.

A similar exercise was not completed for rural areas outside of Primary Urban Centres because there was little uptake of ARUs at that time. Planning staff have worked closely with municipal building officials to track ARUs as part of the County's annual residential monitoring report. In the 2024 report for the first time, the number of rural ARU building permits (52 County-wide) surpassed urban ARUs (45 County-wide). Over the past five years from 2020 to 2024 the average rate of rural ARUs is shown in Figure 2.

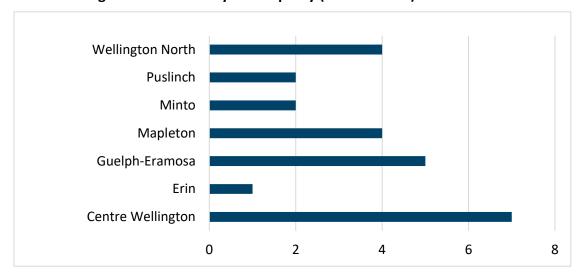


Figure 2 5 Year Average of Rural ARUs by Municipality (2020 to 2024)

Source: County of Wellington Growth Tracking Model

It is interesting to note there is a higher average rate of ARUs ranging from 4 to 7 per year in municipalities with only Prime Agricultural Areas, compared to an average of 2 to 3 per year in municipalities with Prime Agricultural and Secondary Agricultural Area designations.

Overall, the increase in rural ARUs is promising. ARUs offer many benefits. They tend to be more affordable, more accessible, and have the potential to generate income or house family members.

5.2 Re-Allocating Rural Growth

Another option would be to take away 120 units from Erin's rural household forecast so that there will no longer be a shortfall.

5.3 Discussion

At this time, staff does not recommend adjusting the forecast to account for rural ARUs as such a change would need to be considered County-wide. This would have a ripple effect not only to the rural household forecasts, but also to the related population forecasts because ARUs have a different number of persons per unit. In addition, the increase in rural ARUs is a recent trend. Staff will continue to track urban and rural ARUs annually to determine how they should be factored into the next update to the County's long-term growth forecast.

In keeping with Town Council's preference to limit rural growth opportunities to those which currently exist through vacant units in Hamlets and other rural residential areas, existing vacant rural lots and potential supply from new rural severances under current policies, staff recommend re-allocating the 120 rural residential unit surplus to Puslinch. The reasons for doing so are outlined in the next section of the report.

6.0 Options for Puslinch

The rural area housing shortfall for Puslinch is approximately 250 households and Township Council would like to have a policy allowing one severance every five years in Secondary Agricultural Areas instead of the March 1, 2005 date.

Adjusting the growth forecast by 120 rural residential units would increase the total shortfall in Puslinch from 250 to 370 without impacting the overall rural forecast of 10% County-wide. This allows planning staff to consider Township Council's input about increasing severances while also directing more growth to Aberfoyle and Arkell.

6.1 Expanding Aberfoyle and Arkell

Puslinch Council has previously expressed an interest in expanding Aberfoyle for residential purposes within an area bounded by Maltby Road to the north, Victoria Road South to the east and Gilmour Road to the south. County staff have set a western limit at the mid-point between Concession Road 7 and Brock Road. Much of this area has already been developed for estate residential subdivisions and rural residential lots. For growth planning purposes, the County has conservatively estimated a potential of about 200 units if some level of expansion within this area were to be realized. For Arkell, the County has estimated a potential of about 50 units if expansion were to be realized. In both cases additional policy and technical review would be necessary to determine the feasibility of such expansions.

6.2 Severances

Based on the assumption of approximately 250 potential units through expansions to Aberfoyle and Arkell, a 120 unit shortfall remains. This shortfall has been given consideration under different options for rural residential severances in the Secondary Agricultural Area, starting with the approach preferred by the Township and then two options for date changes under the current policy framework.

a) Permit an additional severance every five years

Staff carefully considered Township Council's preferred option to have the severance date removed and replaced with a policy allowing a severance every five years. One of the challenges of this approach is that it is difficult to estimate how many new lots would be created and to track the results based on a five year variable severance rotation. However, staff have determined that there would be approximately 160 more severances if the severance date were moved to May 1, 2025. If staff were to then account for further severances every five years, we anticipate that the supply would be far beyond the rural housing need for Puslinch.

b) Move the severance date from March 1, 2005 to March 1, 2015

Based on staff analysis, there would be approximately 80 more severances if the date was changed to 2015. This would result in a deficit of 40 units relative to the forecast (including Erin reallocation).

c) Move the severance date from March 1, 2005 to May 1, 2025

Based on staff analysis, there would be approximately 160 more severances if the date was changed to May 2025. In this scenario, the forecast and supply would be approximately in balance. The surplus of about 40 units is appropriate given the potential that not all severances would be realized.

6.3 Discussion

There is a very strong market for rural residential severances in the Township. Puslinch has had an average of 17 per year from 2014 to 2023, compared with an average of about 10 in Erin and 1 in Minto over the same period.

It is worth noting that compared to other municipalities in the County, growth in Puslinch is limited because of the following:

- There are no municipally serviced Urban Centres to direct growth.
- Of the two Secondary Urban Centres, only Aberfoyle can potentially be expanded (Morriston is in the Greenbelt).
- There is only one designated Hamlet (Arkell) compared to thirty-six other Hamlets across Wellington.
- The Province did not support recognizing the historic hamlet of Puslinch in the southern end of the Township as part of OPA 119 because it was in the Greenbelt.

Therefore, in keeping with Township Council's desire for more growth and the above limitations, staff are supportive of the following:

- Reallocating rural growth from Erin to Puslinch (120 units)
- A 60/40 split between rural settlement area growth and severances (250 units/160 units)
- Moving the severance date to May 1, 2025 resulting in a modest surplus of 40 lots

The impact of these changes is reflected in Figure 3.

Figure 3 Erin and Puslinch Rural Residential Need
Based on Adjustments (shown in red font)

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,050	3,680
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	460	720
SUPPLY	Vacant Designated Rural Lands	112	73
	Potential rural settlement area expansions	0	250
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Potential Additional Severances under New Date	0	160
	Total Vacant Supply	460	760
NEED	Long-Term Rural Housing Demand	460	720
	Existing Vacant Rural Residential Supply	460	760
	Rural Area Residential Need	0	+40
	(positive value = surplus)		

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29), adjusted.

With respect to monitoring, planning staff launched an annual residential monitoring report in 2023. The purpose of the report is to review year-end development applications, Municipal building permit activity, and residential unit supply across the County. The report analyzes trends and assesses progress toward Provincial land supply obligations and the County's 2051 household forecast. Staff will continue tracking ARUs as part of the report. In addition, staff will add Secondary Agricultural Area severance tracking to future annual reports.

7.0 Conclusion

The rural area housing shortfall for Puslinch is approximately 250 households and for Erin is approximately 120 households. The Town of Minto does not have a rural area housing shortfall. All three municipalities are currently subject to the same policy for residential lot creation in the Secondary Agricultural Area. The approach below would only change the severance date for Puslinch.

In considering Provincial, County and local priorities for rural growth, staff advise of the following:

- Leaving the March 1, 2005 date unchanged would not affect Minto's ability to reach its rural growth forecast.
- Leaving the March 1, 2005 date unchanged would not affect Erin's ability to reach its rural growth forecast provided the 120 unit shortfall is re-allocated to Puslinch.
- Changing the severance date to May 1, 2025 as it applies to the Secondary Agricultural Areas of
 Puslinch only, assigning growth to support potential expansion of Aberfoyle and Arkell, and reallocating a portion of Erin's rural growth would ensure that Puslinch would have a balance
 between its supply and growth forecast.

8.0 Next Steps

Puslinch Council requested that County planning staff attend a future Council meeting to discuss the 2005 rural residential severance date restriction. Planning staff are now able to attend a future Township Council meeting to discuss the results of this report.

Staff aim to bring forward a draft Official Plan Amendment(s) this fall addressing necessary policy considerations related to the following work:

- Phase 3B Rural Residential as set out in section 7.0 of this report.
- Phase 3B Rural Employment as set out in Puslinch by Design Employment Lands Study, once completed.
- Provincial Planning Statement consistency exercise.

As the Official Plan Amendment(s) is brought forward, there will be opportunities for public and stakeholder engagement through a future Open House and Public Meeting. In addition to Planning Act notice requirements, staff will continue to use the Official Plan Review project webpage and the digital mailing list to share information about the proposed changes to the Official Plan.

9.0 Strategic Action Plan

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community.

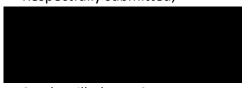
Recommendation:

That the County Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

That the County Clerk forward the report to Member Municipalities.

That staff be directed to bring forward a draft Official Plan Amendment(s) to implement the policy considerations outlined in section 7.0 of this report, the results of the Puslinch by Design Employment Lands Study, and the consistency exercise with the 2024 Provincial Planning Statement as part of the Official Plan Review at the appropriate time.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP Manager of Policy Planning

In consultation with/approved by:

Aldo Salis, Director of Planning and Development Scott Wilson, Chief Administrative Officer



June 4, 2025

To the Ministry of Municipal Affairs and Housing:

Re: Regulatory Registry 25-MMAH003 Comments - Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)

We would first like to thank you for taking the time to review our commentary on the proposed legislative changes to the *Development Charges Act* (D.C.A.) set out in Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025* (herein referred to as Bill 17). Our firm, Watson & Associates Economists Ltd. (Watson), is a leader in municipal finance, planning, and land economics and represents over 250 municipalities and local boards across Canada. Our firm is one of the foremost experts in development charges (D.C.) in Ontario, and has worked with municipalities in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, and Nova Scotia on similar matters.

The following provides our comments on the proposed legislative changes and our perspectives on the potential impacts they may have on municipalities in Ontario.

Definition of capital costs, subject to regulation

The proposed change would add the words "subject to the regulations" to section 5 (3) of the D.C.A."

- The proposed amendment expands the scope of the Province's authority to limit eligible capital costs via regulation.
- The D.C.A. currently provides this ability to limit the inclusion of land costs.
- The Province intends to engage with municipalities and the development community to determine potential restrictions on what costs can be recovered through D.C.s.

Commentary from organizations in the development community suggests these discussions may continue to focus on limiting the inclusion of land costs in the D.C. calculations. More specifically, the focus has been on removing the cost of land from the historical level of service calculations, while preserving the eligibility of land costs for D.C. recovery. The proposed amendment, however, provides broad authority for limiting eligible capital costs (i.e., the scope of regulatory authority is not restricted to land).

Impact of Proposed Changes

Restriction of eligible costs may delay investments in growth-related infrastructure that is required to build housing.



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Municipalities utilize D.C.s to recover the capital costs associated with new development and redevelopment. Prior to the 1997 legislative changes, D.C.s recovered close to 100% of the growth-related costs attributable to new development. After the 1997 legislation came into place, the share of growth-related costs recovered by D.C.s reduced to approximately 70-75%1. The legislative changes in 2019 further reduced the share of the growth-related costs recovered from D.C.s. These cost reductions must be funded from other municipal revenue sources (i.e. taxes and rates). Further restricting D.C. eligible capital costs will increase funding pressures from municipal taxes and user fees.

The increased funding pressure coincides with the recent implementation of the *Infrastructure for Jobs and Prosperity Act, 2015.* This Act requires municipalities to prepare a financial strategy for how they will manage their existing infrastructure, future infrastructure, and address any infrastructure deficits. In this context, if funding for growth-related capital costs have to compete for tax/user fee funding, investment in growth-related infrastructure may be delayed. This would serve to further slow the construction of new housing.

Moving authority to the regulations creates uncertainty

The proposed changes provide the Province with the flexibility to move quickly with changes to the definition of eligible capital costs through regulations. While administratively expedient for the Province, this will create uncertainty for municipal financial planning.

The municipal financial planning framework starts with the development of an Official Plan. This Official Plan identifies the anticipated growth and development for a municipality. Master plans are created in this context, which identify the anticipated capital needs required to service that development. The D.C. background study and by-law are subsequently prepared using this information to address a portion of the municipality's long-term funding plan.

This financial planning framework takes years for municipalities to properly prepare. If the definition of D.C. capital costs can be swiftly changed through regulation, municipalities will be required to adjust funding for capital projects through the annual budget process. This would not align with the long-term financial plans that were previously established and creates uncertainty for municipalities. This may require further contingency planning by municipalities, which may include delays in investment of growth-related infrastructure or require municipalities to incur additional financing costs to fund growth-related infrastructure without a dedicated funding source, thereby adding to the affordability concerns of exiting residents.

¹ Based on historical analyses prepared by Watson & Associates Economists Ltd.



2. Deferral of D.C. payment to occupancy for residential development

The proposed changes to section 26.1 of the D.C.A. provide that a D.C. payable for residential development (other than rental housing developments, which are subject to payment in instalments) would be payable upon the earlier of the issuance of an occupancy permit, or the day the building is first occupied. Only under circumstances prescribed in the regulations may the municipality require financial security for the D.C. payable. Municipalities will not be allowed to impose interest on the deferral of D.C. payment to occupancy.

The Province has noted its intent to mitigate risk for municipalities. As such, the prescribed circumstances may allow for securities when no occupancy permit is required.

Impact of Proposed Changes

Administration costs will be significant across the Province

There are over 200 municipalities with D.C. by-laws that fund growth-related capital costs of infrastructure. Many of these municipalities have limited administrative capacity due to their size. Previous amendments to the D.C.A. required payment in instalments for rental housing and institutional development. These changes required some small to mid-sized municipalities to create internal administrative processes to prepare agreements (or incorporate necessary wording into development agreements) and track payments over a 5-year term for these types of development.

Rental housing and institutional development within these communities is generally limited and as such, the increased administration is generally manageable. Most D.C. by-laws require the payment of D.C.s for all other development types (e.g., commercial, industrial and ownership-residential) at building permit issuance. Deferring the time of D.C. payments for all residential development types to occupancy will require all municipalities to establish separate processes to manage and track payments and securities separately. This will create additional administrative complexity in preparing rules and processes for different types of development.

Cashflow for D.C. projects will be impacted leading to delay in development of growthrelated infrastructure

Watson conducted an analysis of the 2020 Financial Information Returns. Through this analysis, 213 municipalities reported on D.C. reserve funds. Assessing the D.C. reserve funds for these municipalities, approximately 70% of the reserve fund



balances related to the 30 municipalities of the Greater Toronto and Hamilton Area¹. The remaining 30% of D.C. reserve fund balances relate to 183 municipalities. Moreover, for the non-GTHA municipalities, the D.C. reserve fund balances for water and wastewater services averaged \$1.22 million and \$1.77 million per municipality, respectively. It can cost between \$1.50 million and \$3.00 million to construct a 1km wastewater main, depending on location and size of pipe. Therefore, on average, cashflow impacts to municipalities may cause delays in the construction of growth-related infrastructure.

The nature of the D.C. funding is such that the municipality does not collect all of the D.C. revenue until all development is constructed. Deferred payments for all residential development to occupancy will further delay receipt of D.C. revenues and slow municipal cashflows (i.e. lessening reserve fund balances). This may serve to delay construction of growth-related infrastructure, slowing development. Alternatively, municipalities may have to debt-finance the growth-related infrastructure projects, subject to debt capacity constraints, which would increase D.C. rates and reduce debt financing availability for other municipal initiatives.

Conflict with subsection 26(2) of the Act

Section 26(2) of the D.C.A. provides that municipalities may impose D.C.s for water, wastewater, services related to a highway, and stormwater services at the time of subdivision agreement. This provides municipalities with cashflow assistance for growth-related infrastructure, as the D.C.s are collected earlier in the development process (i.e. most D.C.s are collected at the time of building permit issuance). Based on the proposed changes, it appears that section 26(2) may no longer be available to municipalities as it is in direct conflict with the proposed changes.

Impacts on residential development rate freeze provisions of the Act

Currently section 26.2, of the D.C.A. requires that a development that proceeds through Site Plan or Zoning By-law Amendment approvals shall have their D.C. determined based on the rates in effect at the time of the planning application. Section 26.2 (5) then states that:

- (5) Clauses (1) (a) and (b) [i.e., the rate freeze] do not apply in respect of,
 - (a) any part of a development to which section 26.1 applies if, on the date the first building permit is issued for the development, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved; or

¹ GTHA municipalities include those in Durham, York, Peel, Halton, Toronto, and Hamilton.



(b) any part of a development to which section 26.1 does not apply if, on the date the development charge is payable, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved.

For residential subdivisions that proceed through Site Plan or Zoning By-law Amendment applications, since section 26.1 does not apply, the rate freeze only applies to the part of the development that receives their building permit before the 18 months has elapsed. With the proposed changes, a residential subdivision will have the rate frozen as of **the first building permit of the development**. The Province should clarify the definition of "development" for the purposes of this section as a residential subdivision may be constructed over a number of years. Perhaps a clause similar to that of Section 26(1.1) "multiple phases" would provide the needed clarity.

Need for clear regulatory guidance through consultations with the municipal sector and development community

The Province has committed to consultations regarding the potential use of financial securities in certain circumstances to ensure payment of D.C.s at occupancy, where no occupancy permit is required. Through preliminary discussions with staff in the municipal sector, it appears there may be various interpretations of authorities to withhold occupancy permits until receipt of payment of D.C.s. If occupancy or occupancy permits cannot be withheld without the payment of D.C.s and the D.C.A. has not required the provision of securities or an agreement to be entered into with respect to the deferral of D.C.s until occupancy, the only recourse for municipalities to recover the costs may be to add the amount to the tax roll. The impact of this would be to shift the obligation to pay the D.C. from the builder to the homeowner (who would have already paid the D.C.s through their purchase price). Furthermore, requiring a financial security where no occupancy permit is required will increase administrative burden. There is a need for clear guidance in the regulations and detailed consultations with the municipal sector and development community to ensure implementation of this proposed change is effective.

3. Ability for residential and institutional development to pay a D.C. earlier than a by-law requires

Currently, if a person wishes to waive the requirement to pay their D.C. in instalments as per section 26.1, an agreement under section 27 of the D.C.A. (early payment agreement) is required. The proposed changes state that, "for greater certainty, a person required to pay a development charge under this section may pay the charge before the day it is payable even in the absence of an agreement under section 27." Note this would apply to all residential development.



Impacts of Proposed Changes

Current process is simple to implement

Under the current legislation, a person may waive the requirement to pay in instalments by entering into an agreement under section 27 of the D.C.A. To implement this in a simple and effective manner, municipalities have created short agreements which seek to simply acknowledge the waiving of the instalment payments. Niagara Region for example, has created a one-page Early Payment Agreement form¹.

New wording unclear in intent and may have unintended consequences

The proposed changes state that a person required to pay a D.C. under section 26.1 may pay the charge before the day it is payable even in the absence of an agreement under section 27. Since all residential development would have D.C.s payable under this section, the wording implies that any person required to pay residential D.C.s may do so before it is payable under the terms of the D.C. by-law. This is problematic for municipalities, as the development community may elect to pay D.C.s before indexing or before a municipality passes a new D.C. by-law (where a publicly available D.C. background study may be indicating a potential increase in the charge). D.C. by-laws are indexed to ensure the charges reflect cost inflation of the underlying municipal capital projects. Furthermore, D.C. by-laws are regularly updated to ensure they align with the capital planning needs of the municipality. Allowing the payment of discounted D.C. rates due to early payments will result in lower D.C. revenues than required to meet the actual capital costs of growth-related projects.

This would create an additional administrative burden for municipalities, as they would need to track when developments have paid their D.C. Depending on the size of the municipality, this could be in respect of thousands of building permits per year. Since the wording states "before the day it is payable", it is unclear how early the payments may be made. Can a person pay their residential D.C.s prior to registration of a subdivision? Can they pay prior to application?

It would also have cashflow impacts as D.C.s may be paid prior to the rationalization of the development in the D.C. background study calculations. This would lead to higher D.C.s for future development.

4. Removal of interest for legislated instalments

The proposed changes to section 26.1 of the D.C.A. would remove the ability to charge interest on instalment payments for rental housing and institutional development types.

¹ https://www.niagararegion.ca/business/property/pdf/early-payment-form.pdf



This change would also apply to the remaining instalment payments for existing rental housing and institutional development deferrals once Bill 17 receives Royal Assent.

Impact of Proposed Changes

Cashflow impacts for municipalities

This proposed amendment would reduce the D.C. revenues collected by the municipalities that would be used to fund growth-related infrastructure projects. As noted above, this may result in project delays or the need for debt financing of growth-related projects.

5. Grouping of services for the purpose of using credits

Section 38 of the D.C.A. allows a person to construct D.C. recoverable works on a municipality's behalf, subject to an agreement. The person constructing the works receives a credit against future D.C.s for the service(s) to which the works relate. A municipality can agree to allow the credits to be applied to other services in the D.C. bylaw. The proposed amendments would allow the Province to, through regulation, deem two or more services to be treated as one service for the purpose of applying credits.

Impact of Proposed Changes

Removal of municipal discretion

Currently municipalities have the ability to agree to apply credits to other services within a D.C. by-law. In many cases, the municipality will undertake a cashflow analysis of their D.C. reserve funds to determine if this is feasible. This proposed change appears to remove a municipality's discretion to combine services by agreement in certain instances.

Cashflow implications for municipalities

Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a D.C. reserve fund for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs, as municipalities tend to confine funding for projects to the reserve funds available for that service and not borrow between reserve funds/services.

6. Defining local services in the regulations

Section 59 of the D.C.A. delineates between charges for local services and, by extension, those that would be considered for recovery within a D.C. by-law.



Municipalities typically establish a local service policy when preparing a D.C. background study to establish which capital works will be funded directly by the developer, as a condition of approval under section 51 or section 53 of the *Planning Act* (i.e., local service), and which will be funded by the D.C. by-law.

Impact of Proposed Changes

Need for robust consultation to avoid unintended consequences

The proposed amendments would allow the Province to make regulations to determine what constitutes a local service. Although the Province has noted that this will be defined through consultations, there may be unintended impacts. For example, if the definition of a local service is too broad, it may lower the D.C. but increase the direct funding requirements on one particular developer. If the definition is too narrow, the opposite would result, whereby local services would be broadly included in D.C. funding, thereby increasing D.C. rates.

Additionally, what is deemed a local service may vary by municipality due to characteristics of size, density, and types of development. For example, defining a specific watermain diameter size as a local service would be problematic as the size requirements for a specific development in a small community may be different compared to a similar development in a larger community.

The principal intent of a local service policy should first be defined. The defining parameters should be agreed upon in consultation with a representative cross section of municipal and development community representatives. Representatives should comprise urban, semi-urban and rural municipalities, as well as residential and non-residential development industry representatives to inform the diverse perspectives of local services. The regulations should also provide flexibility for the varying degree of circumstances observed by the over 200 municipalities across the Province that impose D.C.s.

Utilizing regulations creates uncertainty in financial planning

Incorporating the proposed definition in the Regulations to the D.C.A. may create uncertainty in financial planning. As noted in Item 1, the municipal financial planning framework is established over a number of years. The expedient nature of a regulatory change could impact the recovery of costs for growth-related infrastructure, thereby impacting development. For example, a water master plan typically defines the infrastructure required to support the anticipated growth and development. Master plans generally focus on higher-order infrastructure needs, with more localized infrastructure being defined through the development process and included in development agreements. Should a regulatory change reduce the scope of local services (e.g., limits the size of a watermain that can be required as local service), a municipality may be required to revise the scope of their water



master plan to ensure the capital needs are identified, and subsequently update their D.C. background study to incorporate these costs. These updates would generally take years to complete, depending on the magnitude of the changes and size of the municipality.

7. Exemption for long-term care homes

The D.C.A. defines long-term care homes as institutional development. As such, D.C.s imposed on long-term care homes are subject to annual instalment payments under section 26.1 of the D.C.A. The proposed amendment would exempt long-term care homes from the payment of D.C.s. This exemption would also apply to any outstanding D.C. instalment payments on long-term care home developments.

Impacts of Proposed Changes

Cashflow impacts for municipalities and increased pressure on taxes and rates

The D.C.A. does not allow reductions in D.C.s to be funded by other types of development. As such, the D.C. exemption for long-term care homes will have to be funded from other municipal revenue sources. The overall impact on municipalities may be minimal relative to their overall D.C. collections, depending on the number of long-term care homes being constructed in the municipality.

8. Streamlined D.C. by-law process to reduce charges

The proposed changes to section 19 (1.1) of the D.C.A. would allow for a streamlined process when a municipality amends a D.C. by-law for the following purposes:

- Repeal or change a D.C. by-law expiry date (consistent with current provisions);
- Repeal a D.C. by-law provision for indexing or to provide for a D.C. not to be indexed; and
- Decrease the amount of a D.C. for one or more types of development.

The streamlined process only requires passing an amending by-law and providing notice of by-law passage. This process removes the requirements under the D.C.A. to prepare a D.C. background study and undertake at least one public meeting. Moreover, amending by-laws for these purposes are not appealable to the Ontario Land Tribunal.

Impact of Proposed Changes

Reduction in administrative burden

Limiting the streamlined D.C. by-law amendment process to situations where the D.C. is being reduced for a type of development would allow municipalities to adjust the charges for changes in assumptions (e.g. reductions in capital cost estimates,



application of grant funding to reduce the D.C. recoverable amount), adding exemptions for types of development, and phasing-in the D.C. over time.

Unclear when this may be utilized

It is unclear if the streamlined process would apply where exemptions are being provided based on characteristics other than development type. For example, where a municipality is exempting a geographic area, such as an industrial park, downtown core, major transit station area, etc. Clarity should be provided in the legislation in this regard.

Reduced transparency for the general public

While administratively expedient, eliminating the statutory public process for reductions in D.C.s will not provide the general public with an opportunity to delegate Council on the matter or appeal the amending by-law to the Ontario Land Tribunal. This reduces transparency, as reductions in D.C.s through exemptions would need to be funded from non-D.C. revenue sources such as property taxes.

9. Lower charge for rate freeze

Section 26.2 of the D.C.A. requires that, for developments proceeding through a site plan or zoning by-law amendment application, the D.C. be determined based on the rates that were in effect when the planning application was submitted to the municipality. This allows for the determination of the charge earlier in the development process, as most D.C. by-laws determine the charges at the time of building permit issuance. In some instances, the D.C. that would be imposed at the time of building permit issuance may be lower than that in place at the time of planning application. Where rates have been determined as per section 26.2 of the D.C.A., the proposed amendments would require municipalities to apply the lower of the charges determined at the time of planning application or as required under the D.C. by-law (e.g. building permit issuance).

Note, interest charges for the D.C. determined at the time of planning application may still be imposed.

Impact of Proposed Changes

Lower of the charges imposed appears positive

These proposed changes are positive as developers would not be charged in excess of current rates, and municipal capital costs, where charges are lower. Moreover, developers who proceed in a timely manner would not be penalized with additional interest costs for the period between planning application and D.C. by-law timing of payment.



10. Noted areas for future changes to D.C.s

In the Province's announcement, they indicated additional changes can be expected to follow the proposed regulatory changes and/or ongoing consultations.

The Province has indicated its intent to add the Statistics Canada Non-Residential Building Construction Price Index for London to the prescribed indexes in the regulations. This would allow municipalities in Southwestern Ontario to utilize the London series for indexing purposes. This appears to be a reasonable addition to the legislation and will better align the underlying capital cost in D.C. by-laws with changes in the area. The Province should consider allowing municipalities to amend their D.C. by-laws using the streamlined D.C. amendment process to reference this index where appropriate.

The Province also indicated its intent to consult on potential approaches to standardize benefit to existing (B.T.E.) deductions. Municipalities generally follow best practices in regard to B.T.E. deductions. Currently, there is no standardized approach across all municipalities. Providing a standardized approach may be problematic, as capital projects, capital costs, and circumstances in different municipalities may be unique. Robust consultations should be undertaken prior to the implementation of any changes in this regard due to the wide-ranging implications anticipated for municipalities.

Lastly, the announcement included commentary on expanding the Annual Treasurer's Statement reporting requirements. Under the D.C.A. currently, municipalities must allocate 60% of monies in their D.C. reserve funds to projects for services related to a highway, water, and wastewater services. The Province has indicated that it may consider expanding this requirement to more services. If expanded to additional services, this change would impose an additional administrative burden on municipalities.

11. Concluding Remarks

Based on the proposed changes and individual municipal circumstances, municipalities may experience a reduction in D.C. revenues and cashflows. Possible implications include funding of growth-related capital needs from non-D.C. municipal revenue sources, slowing the timing for growth-related capital projects, and increased debt financing which may lead to ultimately higher D.C. rates and utilization of tax-supported funds to address growth-related needs, impacting affordability for existing residents and businesses.

The impacts of the more significant changes being considered (i.e., changes to the definition of capital cost, grouping of credits, defining local services, and prescribing a methodology for benefit to existing) will not be known until the release of the draft regulations for consultation.



The approach of effecting legislative change through regulations, as opposed to the requirements of passing a Bill through the legislative process reduces transparency and opportunity for public input. This also creates issues with municipalities' ability to react to the legislative changes and to update master plans and D.C. by-laws, where needed.

We appreciate the opportunity to comment on the legislative changes and would appreciate any opportunity to participate in ongoing consultation regarding the above legislative changes.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO
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Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025

Land Use Planning and Resources Task Force June 6, 2025



Purpose & Overview

Recommendation: LUPR to provide feedback on analysis and key messages to respond to Bill 17 *Protect Ontario by Building Faster and Smarter Act, 2025.* AMO's feedback to the province will set out the top issues that need to be addressed in upcoming Bill implementation consultations.

Outline

- Analysis
- Key messages
- Next steps

Bill themes

Introduced on May 12, and anticipated to be fast-tracked through the Legislature, the bill proposes to drive development through changes to:

Streamline/standardize municipal development processes and DC framework

Enable authorities to speed up transportation permitting

Accelerate transit-oriented community projects

Accelerate transit and provincial infrastructure development

Proposed changes include some reflecting joint recommendations from AMO and OHBA related to DCs shared in a March <u>letter</u> to Minister Flack, and a commitment to exploring a public utility model for water/wastewater systems.

AMO's Municipal Finance and Economic Development (MFED) Taskforce are reviewing these changes.

Streamline/standardize municipal development processes and DC framework

- AMO has previously commented on, or been consulted by the province on most elements of the bill related to municipal development processes (including some proposals which have come to LUPR for comment)
- Changes in the bill are consistent with AMO's broad support for standardizing municipal development processes and commit the province to consultation with the municipal sector on implementation on several high-impact proposals
- AMO consulted with key partners including:
 - Planning officials (e.g. Ontario Provincial Planners Institute (OPPI), Regional and Single Tier Planning Leaders of Ontario (RSTPLO), county planners)
 - Chief Building Officials (e.g. Large Municipal Chief Building Officials (LMCBO), Ontario Building Officials Association (OBOA)
 - Environmental associations (e.g. Conservation Ontario, The Atmospheric Fund (TAF), Ontario Climate Caucus)
 - Others e.g. Ontario Home Builders Association (OHBA), Ontario Professional Planners Institute (OPPI)
- While no "show-stopper" proposals emerged, successful implementation will require municipal guidance.
 Consultation is essential to identify unintended impacts (e.g., health and safety risks, cost implications),
 preserve local planning flexibility, and ensure effective implementation of changes

Streamline/standardize municipal development processes and DC framework

Proposal	In-Effect	Previous Consultation / Positions
Standardizing the application of the Ontario Building Code, removing municipalities' ability to set higher green building standards	On Royal Assent	 A small subset of municipalities have green building standards AMO has called on the province to harmonize green building standards with the national construction codes Province needs to ensure strong energy efficiency and green building standards are in place – e.g. harmonize with national building codes
Building Code changes making it easier to use innovative construction and materials	The later of Royal Assent or July 1, 2025	 Proposal would remove duplicative provincial process and align with national oversight body – no concerns
Permitting as-of-right minor variances, four-story townhome units, and K-12 public schools on residential lands ERO Posting 025-0461 ERO Posting 025-0463	On Royal Assent	Supportive – proposal is making existing discretionary authority mandatory
Allowing the Minister to impose conditions that must be met before a Minister's Zoning Order (MZO) can come into effect ERO Posting 025-0461	On Royal Assent	 Support extra criteria to strengthen MZO application Opportunity to reinforce AMO's position: That MZOs are only used in extraordinary situations and with the support of host communities MZOs should include automatic lapsing provisions if conditions are not met within a set timeframe

Streamline/standardize municipal development processes and DC framework

Proposal	In-Effect	Previous Consultation / Positions
Limit the number of studies municipalities can request, and requiring municipalities to accept stamps from certified professionals ERO Posting 025-0462	Royal Assent to limit studies to those named in Official Plans; consultation on what other study restrictions, what professionals to be designated by regulation	 Limiting studies and ability to review stamped documents would remove municipal ability to ensure applications/reports are complete, and impacts to public infrastructure off-site are identified and mitigated If removing studies/secondary review, the province should standardize study requirements and applications
Restrictions to Inclusionary Zoning – to limit the maximum number of affordable units required to 5%, and a 25-year maximum period	Pending revisions to regulation	 May reduce barriers to building new units, but would reduce the supply of new affordable units Request for the province to raise the maximum when market conditions improve
Consult on standardizing and limiting the number of land use designations in official plans	Consultation pending	 Need to ensure wide range of designations to accommodate different land uses across Ontario (e.g. spectrum of housing densities, different agricultural uses, different industries) and the impact different uses can have in mixed-zoning areas (e.g. noise, vibration, odours, pollution)
Consult on opportunities for making provincial policy tests inapplicable to Minister's decisions under the Planning Act on a case-by-case basis to enable priorities (e.g., approval of municipal official plans)	Consultation pending	 AMO has previously commented that Minister's decisions are most effective when made in alignment with good planning practice and provincial policy
Consult on an approach to streamline the development of communal water/sewage systems and permissions for modular/off-grid water treatment facilities	Consultation pending	 Municipal "backstop" risk – i.e. fixing private systems that are poorly constructed or managed. Risk that private developers get an unfair advantage over municipal systems, potentially leading to long-term risks and costs for the public Need to determine health and safety responsibility and oversight, particularly for clean drinking water Need to determine who is financially responsible for ongoing upkeep of systems if municipalities do not have oversight of their construction but may be required to assume the systems upon completion of a development

Enable authorities to speed up transportation permitting

Accelerate transitoriented community projects Accelerate transit and provincial infrastructure development

Proposal	In-Effect	Previous Consultation / Positions
Consultations to develop a framework that will standardize road building specifications and design across the province	Consultation pending	 LUPR's recent discussion on the use of recycled aggregates for road construction indicated general support for exploring increased road construction standardization subject to consultation Need to identify and mitigate the unintended consequences like increased costs or capacity of local contractors to meet standard Need to account for range of road uses and maintenance demands (e.g. low-traffic rural gravel/dirt roads, northern roads with temperature/climate-based maintenance)
Speed up MTO's corridor management permitting process	Consultation pending	 AMO has previously called on the province to review provincial permitting processes to increase review and approval times
Expanding the definition of priority transit projects and transit-oriented communities to apply to a wider range of provincial projects, and making it easier for the province and municipalities to work together to advance provincial transit and infrastructure development ERO Posting 025-0504 ERO Posting 025-0450	On Royal Assent	 "Provincial transit projects" will be defined as projects Metrolinx has the authority to carry out, and "transit-oriented communities" will include projects to be outlined in provincial regulation at a later date Broad municipal support for efforts to improve transit and livable communities, mixed with some concern that MZOs will override local planning and disregard community needs Changes are anticipated to only impact a small subset of
Assign Minister's Zoning Order authority to the Minister of Infrastructure to use in land use planning matters affecting transit-oriented communities	On Royal Assent	municipalities

Key Messages

In addition to subject specific key messages (outlined in the previous tables):

- AMO broadly supports provincial efforts to standardize and streamline development approvals to boost housing and economic growth, a shared priority for municipalities
- While we appreciate the Province's post-passage consultation, the fast-tracked Bill 17 limited our initial input. With many technical, high-impact proposals now open on the ERO, we urge extended summer consultation activities on the planning and development charges proposals. We anticipate robust future engagement on other future consultation topics, like the critical road construction and water systems topics

Next Steps

- June 11: AMO ERO comments submitted reflecting the analysis and key messages
 - Comments shared with a letter to Ministers Flack and Sarkaria highlighting key issues needing further robust consultation with the municipal sector
- Summer: AMO participates in further consultation on elements of the legislative package that the province has committed to future engagement with the municipal sector, looking to include key senior municipal staff and partner association expert advice (e.g. Region and Single Tier Planning Leaders of Ontario (RSTPLO), Ontario Professional Planners Institute (OPPI), Regional Public Works Commissioners of Ontario (RPWCO), Municipal Engineers Association (MEA), Good Roads, etc.)

Discussion Questions

- Do you have advice or feedback on the analysis and proposed key messages?
- What will be important in how the province consults municipalities?

BY-LAW NUMBER 2025-060

Being a By-Law to appoint a Drinking Water Source Protection Risk Management Inspector and Risk Management Official for the Corporation of the Township of Puslinch and to repeal by-law 058-2017

WHEREAS Section 9 of the *Municipal Act, S.O., 2001,* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Part IV Section 47 (6) of the *Clean Water Act, 2006,* states that the Council of a municipality that is responsible for the enforcement of this Part shall appoint a risk management official and such risk management inspectors as are necessary for that purpose;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

- 1. That Kyle Davis is hereby appointed as Risk Management Inspector and Risk Management Official.
- 2. That this By-law shall repeal By-law 058-2018.
- 3. That this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY OF JUNE 2025.

James Seeley, Mayor	
Justine Brotherston, Interim Municipal Cler	k_

BY-LAW NUMBER 2025-061

Being a By-Law to appoint Mary Hasan as Interim Deputy Clerk

WHEREAS the *Municipal Act, S.O. 2001, c. 25*, as amended provides that Council of a municipality may appoint a Deputy Clerk who has all the powers and duties of the Clerk under the *Municipal Act* and any other Act;

AND WHEREAS it is deemed expedient to appoint an Interim Deputy Clerk;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

- 1. That Mary Hasan be and is hereby appointed Interim Deputy Clerk for the Township of Puslinch.
- 2. That this By-law shall come into effect on the date of its passing and shall remain in effect until December 31, 2025.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY OF JUNE 2025.

James Seeley, Mayor	
Justine Brotherston, Interim	Municipal Clerk

BY-LAW NUMBER 062-2025

Being a by-law to authorize the designation of real property located at 86 Farnham Road, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

WHEREAS the Ontario Heritage Act, R.S.O. 1990, c. O.18 authorizes a municipality to designate a property within the municipality to be of cultural heritage interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the Ontario Heritage Act;

AND WHEREAS the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 86 Farnham Road to be of cultural heritage interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch received and considered one notice of objection as required by subsection 29(5) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

- 1. That the property located at 86 Farnham Road and more particularly described in Schedule "A" hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value.
- 2. That the Municipal Clerk is hereby authorized and directed,
 - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and The Ontario Heritage Trust by personal service or by registered mail;
 - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
- 3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule "B" hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY OF JUNE 2025.

James Seeley, Mayor
Justine Brotherston, Interim Municipal Clerk

Schedule "A" To By-law Number 062-2025

86 Farnham Road, Puslinch

PIN: 71185-0284

Legal Description: PART LOT 5, WEST OF BLIND LINE, PLAN 131, LYING SOUTH WEST OF RAILWAY, AS IN RO636626, SAVE AND EXCEPT PART 1, PLAN 61R22773; TOWNSHIP OF PUSLINCH

Schedule "B" To By-law Number 062-2025

86 Farnham Road, Puslinch

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF HERITAGE ATTRIBUTES

Short Statement of Cultural Heritage Value or Interest

The property at 86 Farnham Road, Puslinch, meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

This property holds cultural heritage value retained in its transitional 1901 Victorian/Edwardian residential architecture in Milton red brick. Historically the property is linked to the Iles family, English settlers to Arkell in 1836 and to the English settlement of the Farnham/Arkell area. The property is contextually associated with neighbouring extant Arkell farmsteads that date from the same period. The barn, dated 1878, is a frame bank barn with later additions.

Design Value:

Residence:

The house located on the property is a representative example of a transitional two-storey Victorian/Edwardian-style residence, built in 1901 and unique to the Village of Arkell. Characteristics of Victorian architecture in the structure are the hip and end gable rooflines, and asymmetrical front facade with decorative porch trim at the main entrance. Edwardian influences include the plain Milton red brick construction with matching mortar, vertical pane windows with soldier lintels, and cut limestone lintels on the front facade. The foundation of the house is mortared fieldstone.

Barn:

The side-gabled banked frame barn was built in 1878 with a central barn doorway and rear stable extension. Its form is representative of historic farming practices and later additions such as silos and a milkhouse point to changes to farming in Puslinch.

Historical/ Associative Value:

The property, which can be found on Pt. Lots 3-6, Rear Concession 9, originally belonged to the John Oulton family who immigrated from England to the Farnham Plains in 1831. John Iles Sr. and family purchased adjacent property. John Sr. was a successful stock breeder, Township Councillor and Arkell school trustee, and in 1864, John Iles Jr. and his wife, Isabel Orme from the neighbouring Orme farm, purchased the property. By 1971 Peter Orme Sr., a widower, was living with the family in their log house, which they replaced in 1901 with the current structure.

Contextual Value:

The property is in close proximity to other properties that were built by prominent members of the Arkell community such as Thomas Arkell and John Caulfield, both early settlers whose properties date from the 1830s. These properties form part of a larger historical landscape of early farmsteads in Arkell Village.

Description of Heritage Attributes

The following are to be considered as heritage attributes for 86 Farnham Road: John Isles Jr. House:

- Original fenestration
- Milton brick used in the exterior wall construction
- Limestone lintels

- Verandah and its ornamentation
- Height, scale, and massing of two storey residence

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

Schedule "C" To By-law Number 062-2025

86 Farnham Road, Puslinch



■ Denotes the Heritage Designated Structure

BY-LAW NUMBER 2025-063

A BYLAW TO AMEND BY-LAW NUMBER 023-18, AS AMENDED, BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH

WHEREAS the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amended By-law Number 023-18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

- 1. THAT Schedule "A" to By-law 023-18 is hereby amended by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp116)), OPEN SPACE SITE-SPECIFIC ZONE (OS(sp117)) and NATURAL ENVIRONMENT ZONE (NE) with an Environmental Protection Overlay, as shown in Schedule "A" of this By-law.
- 2. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 115 as follows:

Exception	Parent	Ву-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
115	UR		Only the	Additional	Lot Area (min.):
			following uses	Residential	0.19 hectares
			shall be	Units	
			permitted:		Parking Areas:
					Parking areas and
			A single		driveways shall
			detached		not be permitted in
			dwelling;		the rear yard for
					lots abutting the
			Home business		OS(sp117) Zone
			that does not		, ,
			involve the use,		Private home day
			storage or		care shall be
			disposal of		subject to Section
			hazardous,		4.11 Home
			flammable,		Businesses of
			volatile, or toxic		Zoning By-law
			chemicals; and		023-18.
			Private home		
			day care		

3. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 116 as follows:

Exception Number	Parent Zone	By- Law	Additional Permitted	Prohibited uses	Site Specific Special Provision
			uses		
116	UR		Only the following use shall be permitted:		Lot Area (min.): 0.3 hectares
			A stormwater management facility; and		
			Passive recreation		

4. That Section 14 Site-Specific Special Provisions is amended by adding Special Provision No. 117 as follows:

Exception	Parent	By-	Additional	Prohibited	Site Specific
Number	Zone	Law	Permitted uses	uses	Special Provision
117	OS		Only the		Mountain biking,
			following uses		off-leashed dog
			shall be		areas and the use
			permitted:		of any motorized
					vehicles (except for
			Conservation		maintenance
			use; and		purposes) are not
					permitted.
			Passive		
			recreation;		

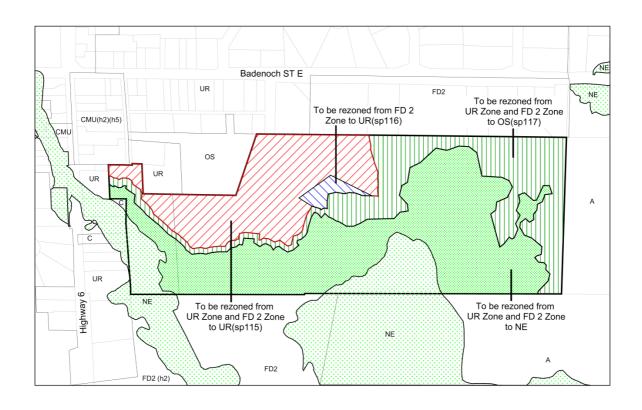
- 5. That the subject land as shown on Schedule "A" to this By-law shall be subject to all applicable regulations of the Zoning By-law 023-18, as amended.
- 6. This By-law shall become effective from the date of passage by council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST,	SECOND AND	THIRD TIME	AND FINALLY	PASSED THIS	18 DAY C	F
JUNE 2025.						

James Seeley, Mayor
Justine Brotherston, Acting Clerk

BY-LAW NUMBER 2025-063

SCHEDULE "A"



To be rezoned from URBAN RESIDENTIAL ZONE (UR) and FUTURE DEVELOPMENT 2 ZONE (FD2) to an URBAN RESIDENTIAL SITE SPECIFIC ZONE (UR(sp115)) with a site specific special provision

To be rezoned from **FUTURE DEVELOPMENT 2 ZONE (FD2)** to an **URBAN RESIDENTIAL SITE SPECIFIC ZONE (UR(sp116))** with a site specific special provision

To be rezoned from URBAN RESIDENTIAL ZONE (UR) and FUTURE DEVELOPMENT 2 ZONE (FD2) to an OPEN SPACE SITE SPECIFIC ZONE (OS(sp117)) with a site specific special provision

To be rezoned from URBAN RESIDENTIAL ZONE (UR) and FUTURE DEVELOPMENT 2 ZONE (FD2) to a NATURAL ENVIRONMENT ZONE (NE)

This is Schedule "A" to the By-law No. 2025-063

Passed this 18th day of June, 2025

Justine Brotherston, Acting Clerk

James Seeley, Mayor

EXPLANATION BY-LAW NUMBER 2025-063

By-law Number 2025-063 amends the Township of Puslinch Zoning By-law 023-18 by rezoning Part Lot 31, Concession 8, from URBAN RESIDENTIAL (UR), FUTURE DEVELOPMENT 2 (FD2) and NATURAL ENVIRONMENT ZONE (NE) to an URBAN RESIDENTIAL SITE-SPECIFIC ZONE (UR(sp115)), URBAN RESIDENTIAL SITE-SPECIFIC (UR(sp116)), NATURAL ENVIRONMENT ZONE (NE) and OPEN SPACE SITE-SPECIFIC (OS(sp117)) with an Environmental Protection Overlay to permit a subdivision consisting of 21 single detached dwelling lots, a stormwater management facility, open space lands and natural environment lands.

BY-LAW NUMBER 2025-064

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on June 18, 2025.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on June 18, 2025, be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18 DAY OF JUNE 2025.

James Seeley, M